AN AASIS TRAINING GUIDE

Reporting Warrants, Checks, and Other Cash-Basis Transactions

AASIS Support Center
February, 2003

FILE ALREADY SAVED IN (PREFERRED) SLIDE VIEW

Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
OBJECTIVES	LISTING OF COURSE OBJECTIVES	4
ZWARR_DETAIL	CASH BASED INFO SYSTEM LINE ITEM REPORT	5--43
FCHN	CHECK REGISTER	44--55
COMPARISON	ZWARR_DETAIL VS. FCHN	56
FCH1	DISPLAY CHECK INFORMATION	57--67

Reporting Warrants, Checks, and Other Cash-Based Transactions Objectives

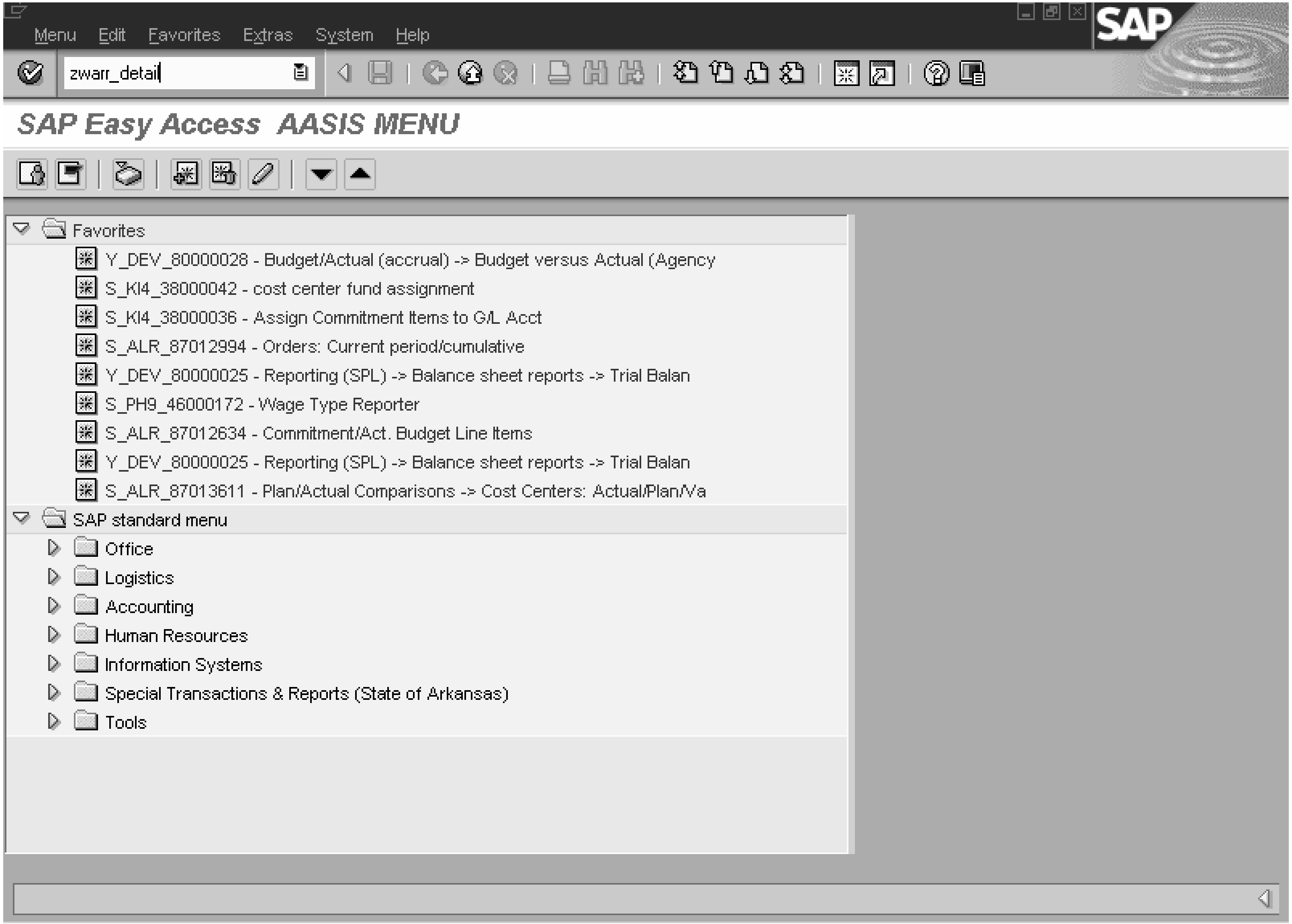
- Learn to run the ZWARR_DETAIL, Check Register, and Check Information report.
- Learn tips for selection and variants.

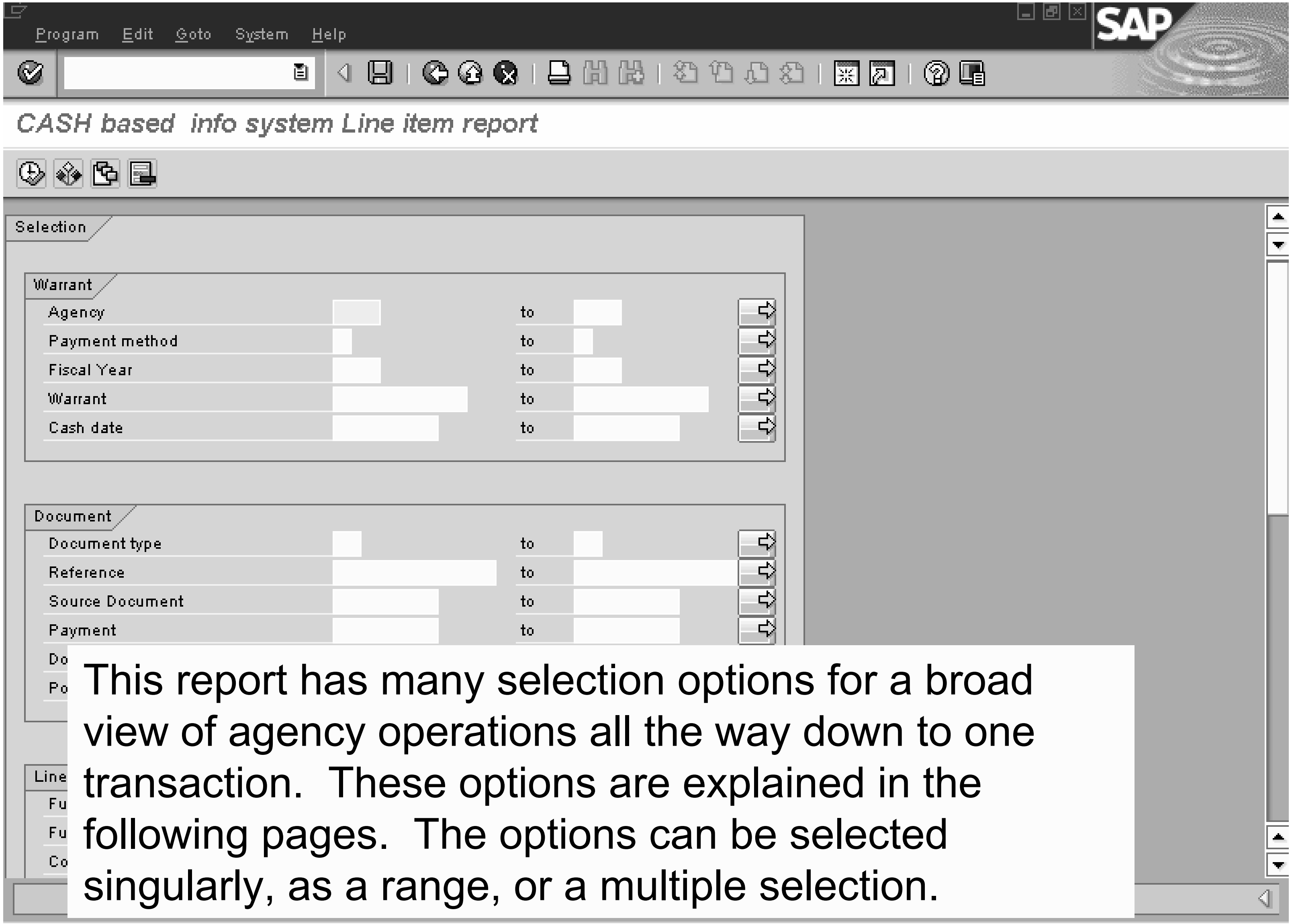
ZWARR_DETAIL

This is a warrant detail report, much like a disbursement journal. It includes warrants and treasury ACH payments to vendors. The report also includes payroll and error corrections.

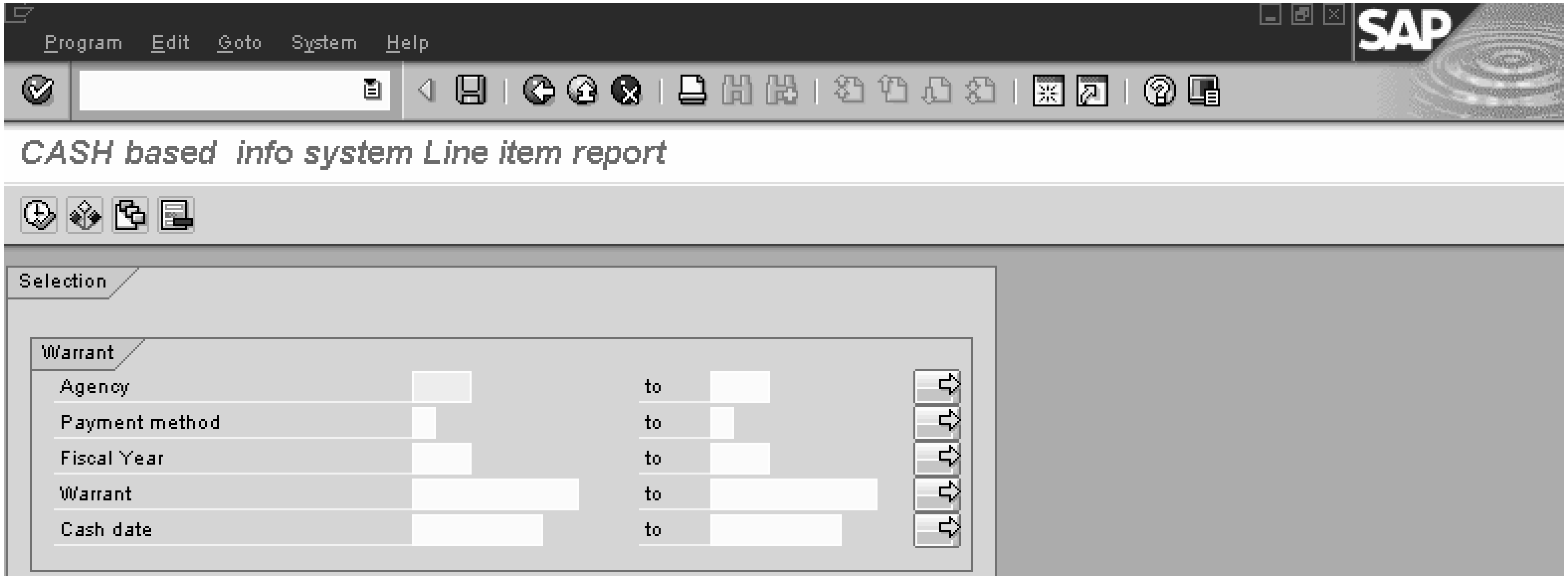
ZWARR_DETAIL

This report runs on a copy of the production system. Each day's transactions are updated with the last payment run. This usually occurs overnight, making the information available on ZWARR_DETAIL the next day. This results in a faster-running report which can be run without stress on the production system.


Menu Edit Favorites Extras System Help
zwarr_detail
SAP
SAP Easy Access AASIS MENU
Favorites
Y_DEV_80000028 - Budget/Actual (accrual) -> Budget versus Actual (Agency
S_KI4_38000042 - cost center fund assignment
S_KI4_38000036 - Assign Commitment Items to G/L Acct
S_ALR_87012994 - Orders: Current period/cumulative
Y_DEV_80000025 - Reporting (SPL) -> Balance sheet reports -> Trial Balan
S_PH9_46000172 - Wage Type Reporter
S_ALR_87012634 - Commitment/Act. Budget Line Items
Y_DEV_80000025 - Reporting (SPL) -> Balance sheet reports -> Trial Balan
S_ALR_87013611 - Plan/Actual Comparisons -> Cost Centers: Actual/Plan/Va
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Special Transactions & Reports (State of Arkansas)
Tools



This report has many selection options for a broad view of agency operations all the way down to one transaction. These options are explained in the following pages. The options can be selected singularly, as a range, or a multiple selection.



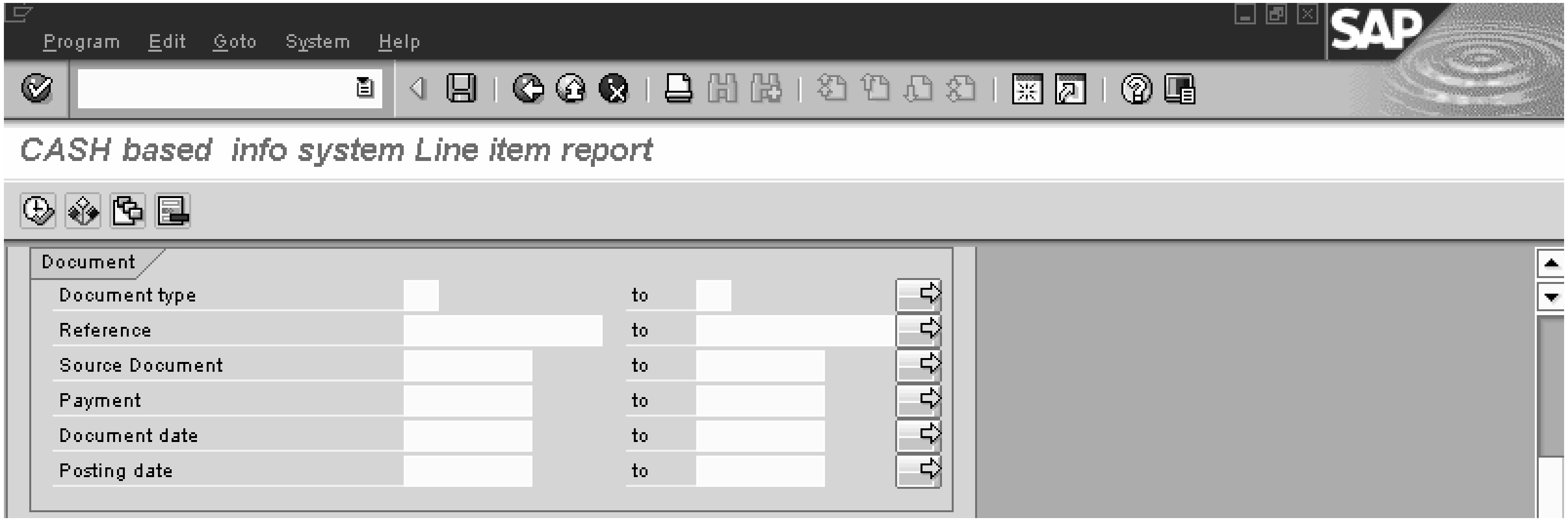
The following selections can be made for the Warrant box:

Agency: The Business Area number.

Payment method: The payment methods are W for Warrant and A for automatic transfer.

Warrant is the warrant number, or PT can be selected in case of profit transfer (error correction) or PY for payroll.

Cash date is the print date of the payment or date of correction.



The following selections can be made for the Document box:

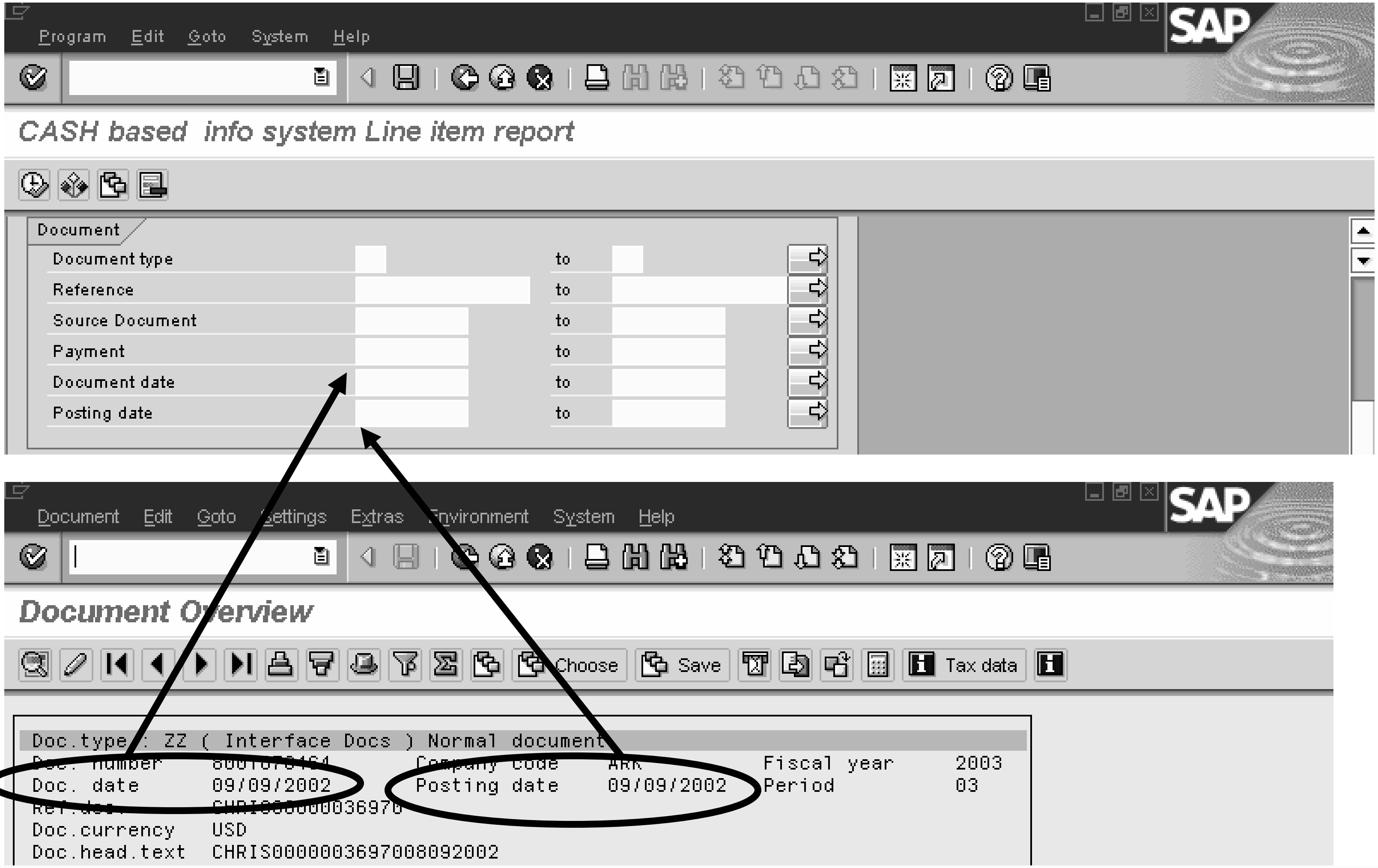
Document Type: A list of document types is on the next page.

Reference: The reference number entered by the user on the document (normally the invoice number).

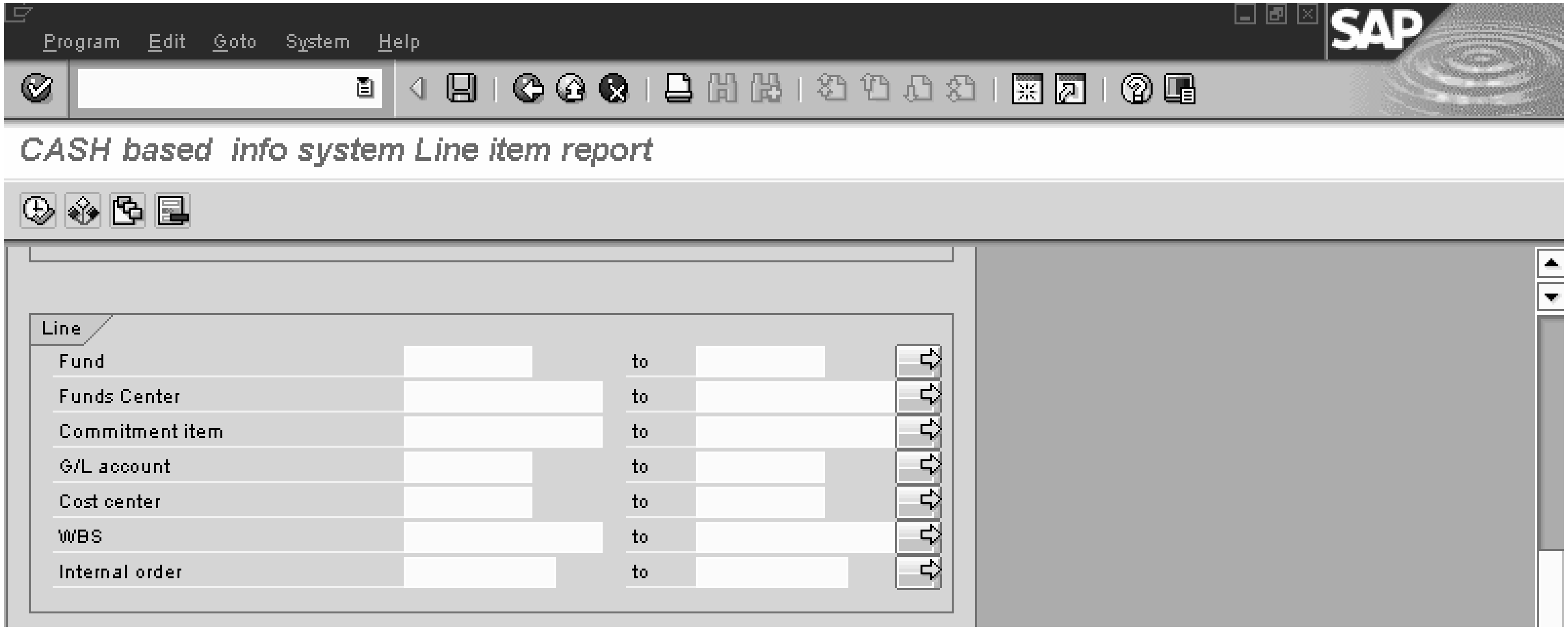
Other possible selections are Source Document Number, Payment Document number, Document date, and Posting date.

Possible Document types

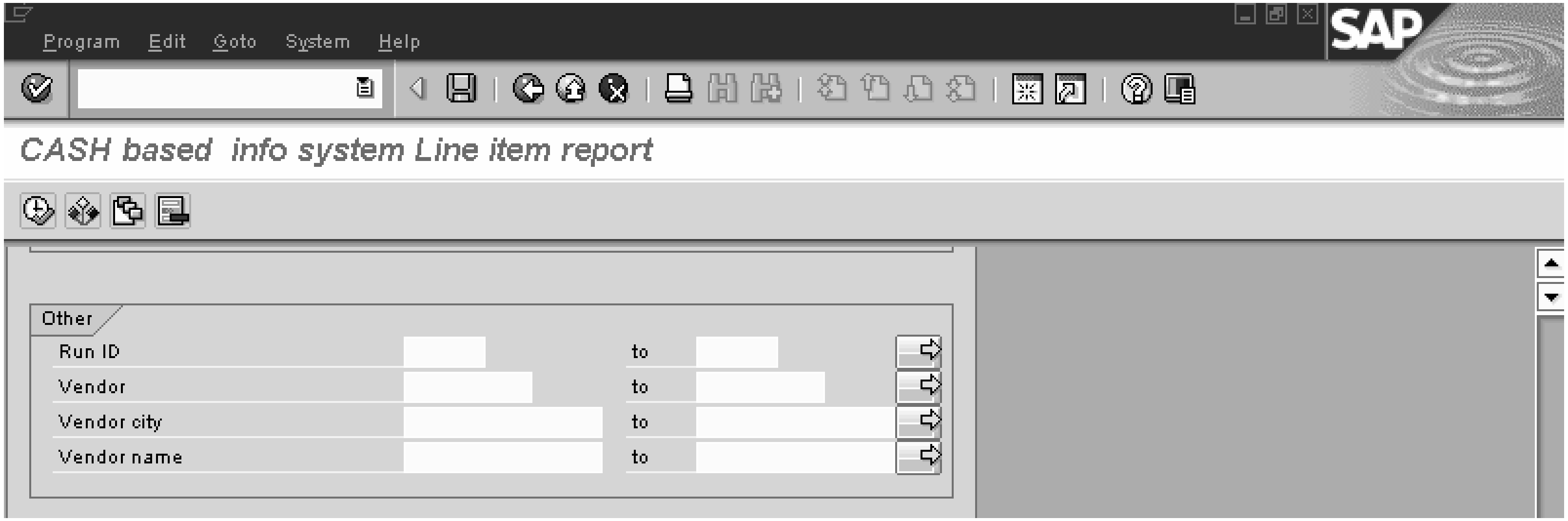
AA – Asset posting (capital assets and low-value assets)
AB – On this report they would be reversals of SA documents (see below)
KR – Vendor Invoice, used in FB60 and other transactions
KA – Reversing document for vendor invoice (KR)
KG – Vendor credit memo
KP – Account Maintenance (generated through MM via MR11 PO Clearing transaction; automatic posting only)
RE – Invoice receipt from Purchase Order (MIRO transaction)
SA – General Journal entry used for adjusting entries (former doc type for expense error corrections)
YB – Payroll Invoice
YR – Third-Party (insurance, garnishments, deferred comp, etc.) Invoice (may be included in report, not sure)
ZZ – Interface document (posted via the Inbound BSEG, mostly for reporting agencies)



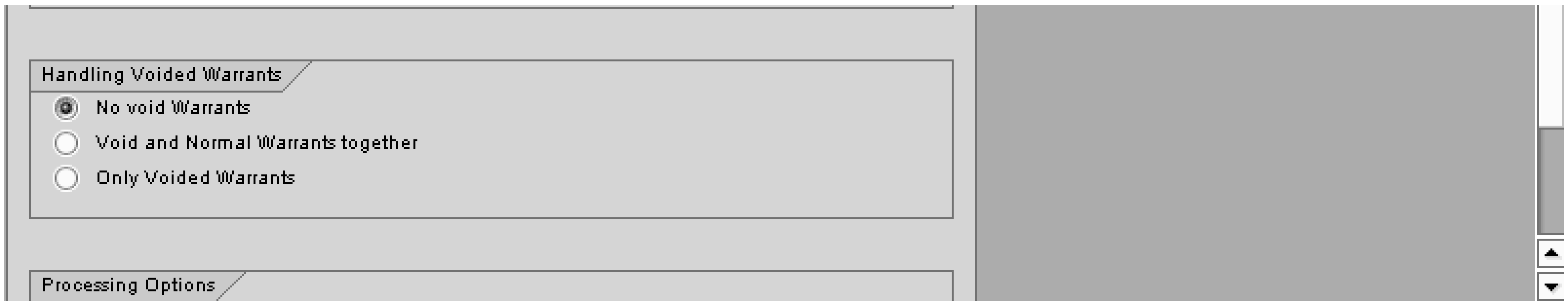
Dates: The documents have both document dates and posting dates, as shown in the document overview above. The ZWARR_DETAIL allows a search by either of these dates.



Line selections may be made for fund, funds center, commitment item, general ledger account, cost center, WBS element, or internal order.



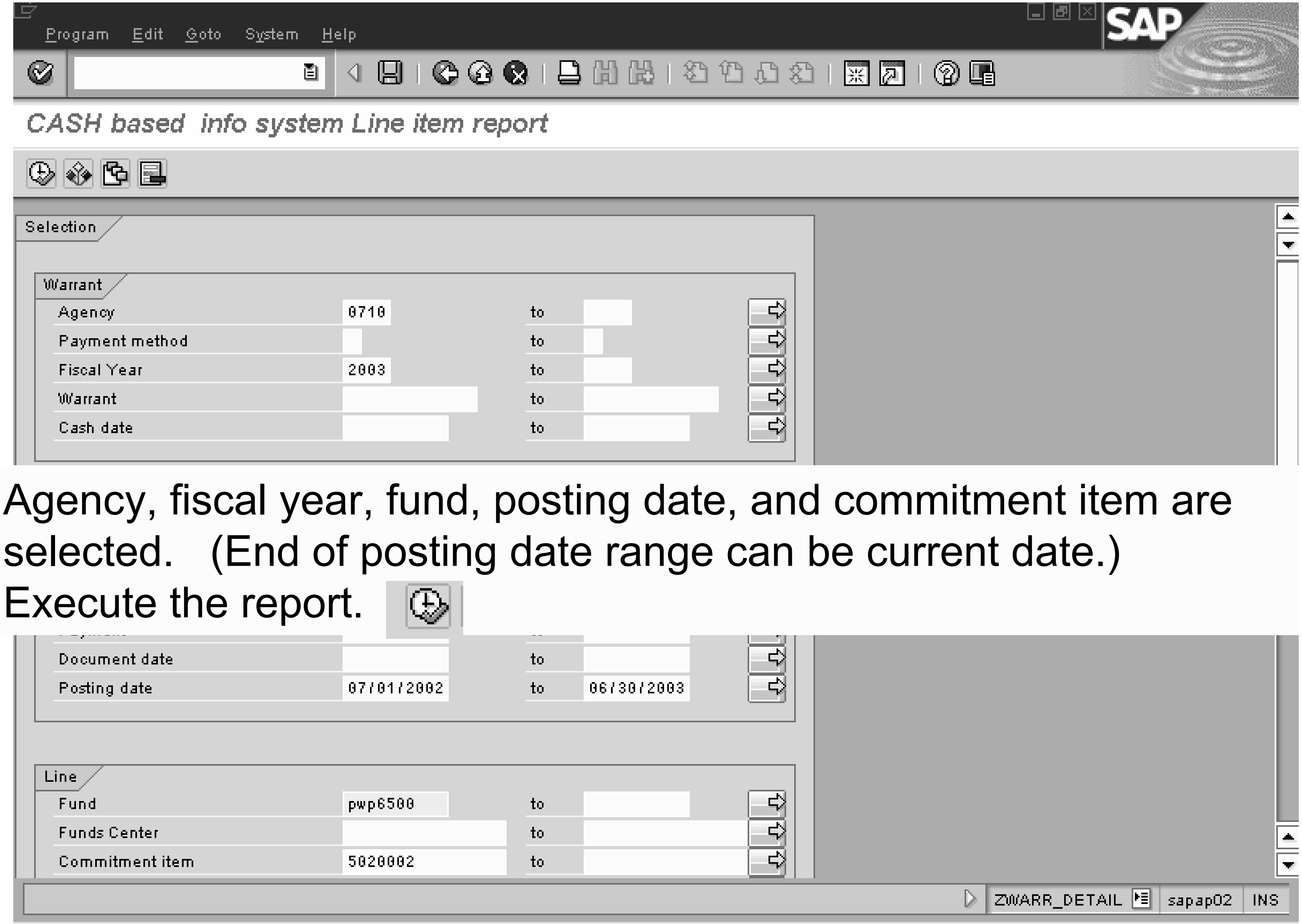
Run ID is the Payment run ID number. This field is used primarily by the AASIS Support Center. Other selections are vendor number, city of vendor address, or vendor name. Asterisks can be used to search. Type as much as you know, surrounded by asterisks, and every vendor with that text in the field will be selected. Note that the vendor name is case sensitive in the same case that they are listed on the master record. Using the match code lookup in the Vendor selection criteria will enable you to locate vendors as they appear in the system.



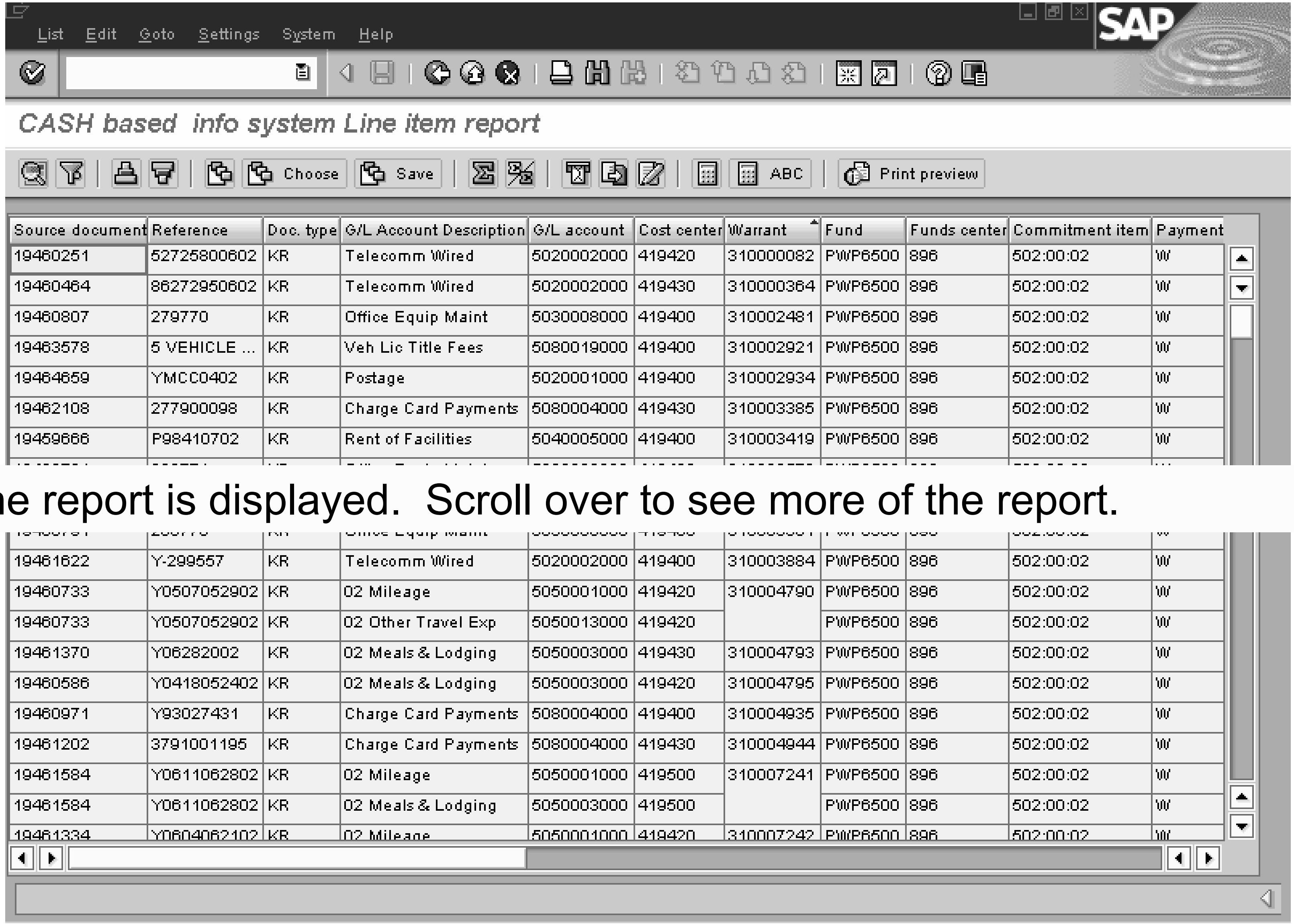
By selecting a radio button, the user can choose whether or not to include voided warrants.

ZWARR_DETAIL EXAMPLE

A detailed report is needed for year-to-date expenditures for operating expenses for fund PWP6500 in agency 0710.

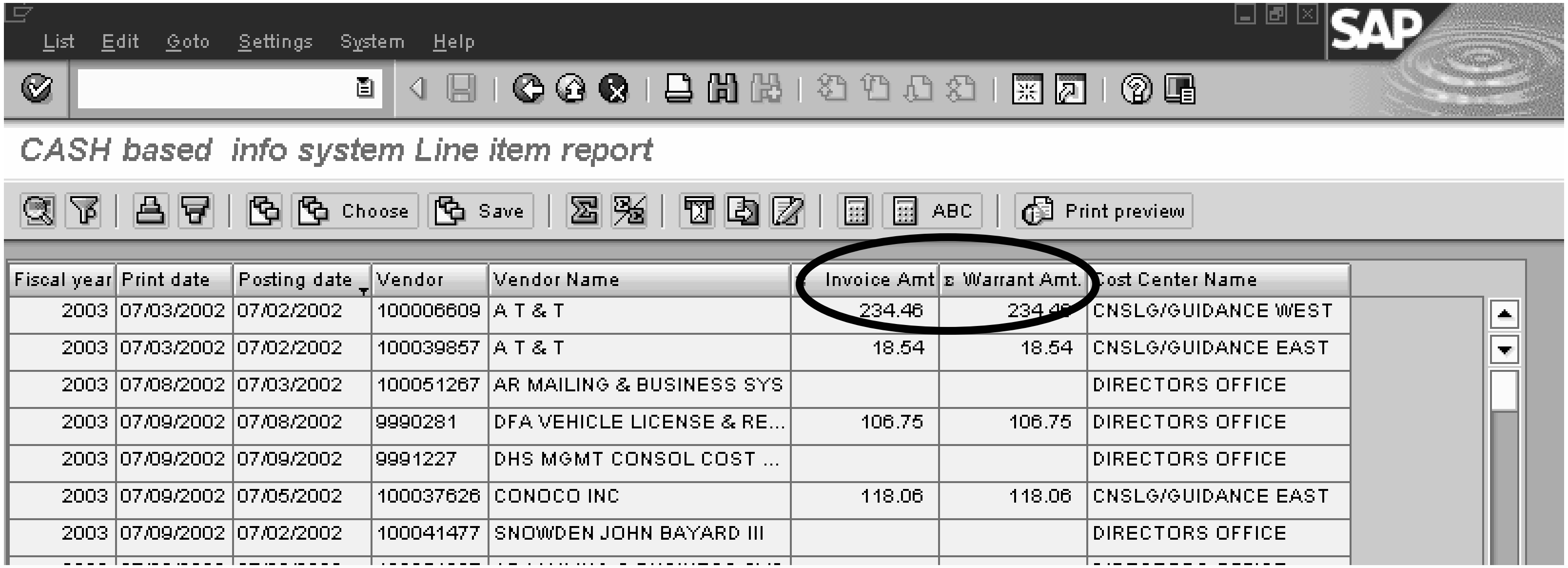


Agency, fiscal year, fund, posting date, and commitment item are selected. (End of posting date range can be current date.) Execute the report.

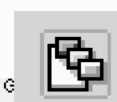


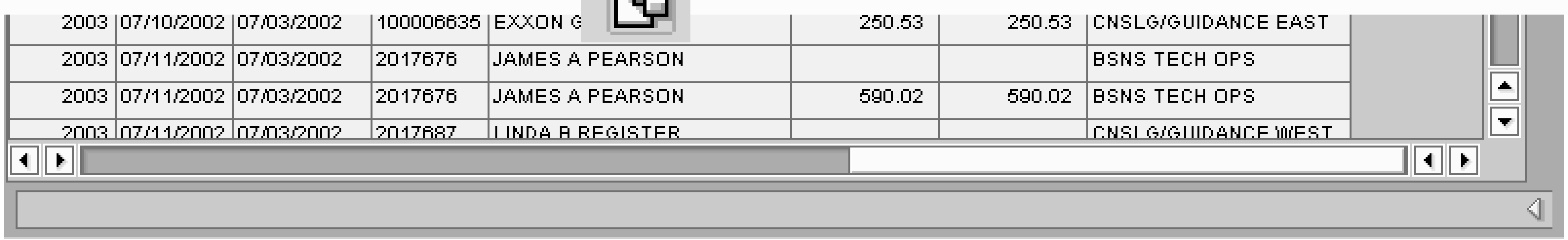
Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Warrant	Fund	Funds center	Commitment item	Payment
19460251	52725800602	KR	Telecomm Wired	5020002000	419420	310000082	PWP6500	896	502:00:02	W
19460464	86272950602	KR	Telecomm Wired	5020002000	419430	310000364	PWP6500	896	502:00:02	W
19460807	279770	KR	Office Equip Maint	5030008000	419400	310002481	PWP6500	896	502:00:02	W
19463578	5 VEHICLE ...	KR	Veh Lic Title Fees	5080019000	419400	310002921	PWP6500	896	502:00:02	W
19464659	YMCC0402	KR	Postage	5020001000	419400	310002934	PWP6500	896	502:00:02	W
19462108	277900098	KR	Charge Card Payments	5080004000	419430	310003385	PWP6500	896	502:00:02	W
19459666	P98410702	KR	Rent of Facilities	5040005000	419400	310003419	PWP6500	896	502:00:02	W
19461622	Y-299557	KR	Telecomm Wired	5020002000	419400	310003884	PWP6500	896	502:00:02	W
19460733	Y0507052902	KR	02 Mileage	5050001000	419420	310004790	PWP6500	896	502:00:02	W
19460733	Y0507052902	KR	02 Other Travel Exp	5050013000	419420		PWP6500	896	502:00:02	W
19461370	Y06282002	KR	02 Meals & Lodging	5050003000	419430	310004793	PWP6500	896	502:00:02	W
19460586	Y0418052402	KR	02 Meals & Lodging	5050003000	419420	310004795	PWP6500	896	502:00:02	W
19460971	Y93027431	KR	Charge Card Payments	5080004000	419400	310004935	PWP6500	896	502:00:02	W
19461202	3791001195	KR	Charge Card Payments	5080004000	419430	310004944	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Mileage	5050001000	419500	310007241	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Meals & Lodging	5050003000	419500		PWP6500	896	502:00:02	W
19461334	Y0604062102	KR	02 Mileage	5050001000	419420	310007242	PWP6500	896	502:00:02	W

The report is displayed. Scroll over to see more of the report.

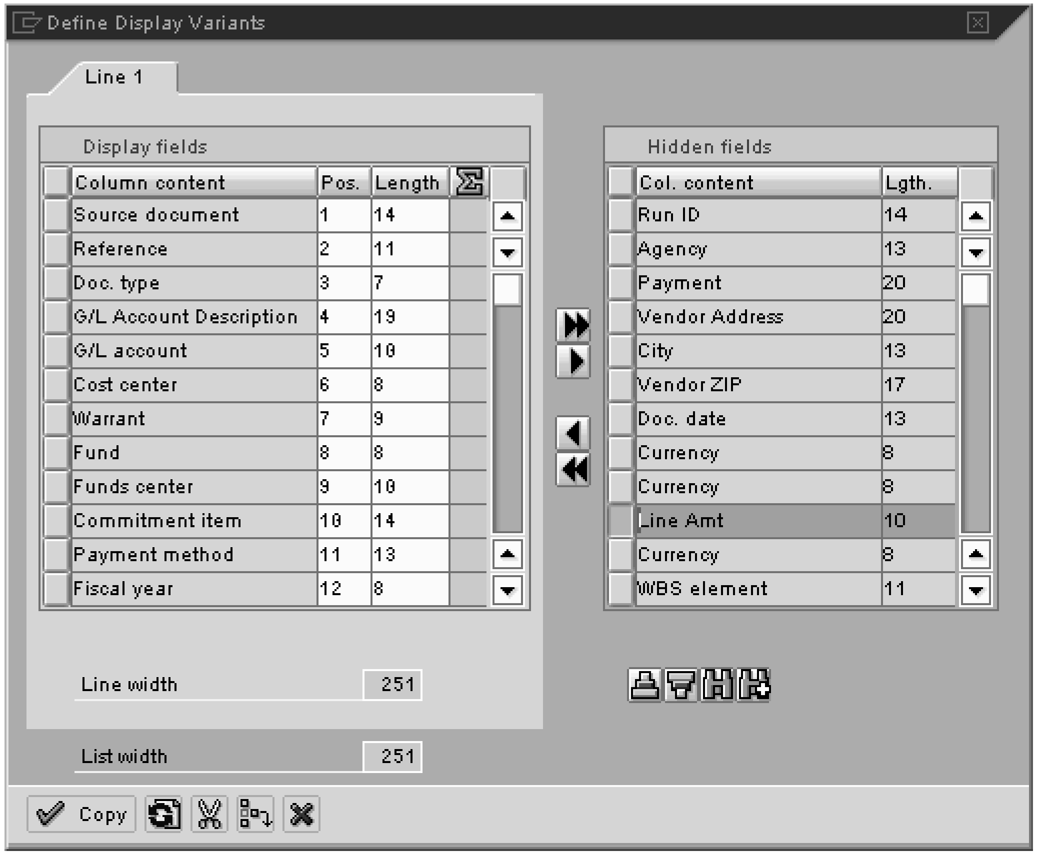


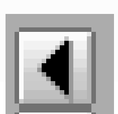
Fiscal year	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Σ Warrant Amt.	Cost Center Name
2003	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST
2003	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST
2003	07/08/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE
2003	07/09/2002	07/08/2002	9990281	DFA VEHICLE LICENSE & RE...	106.75	106.75	DIRECTORS OFFICE
2003	07/09/2002	07/09/2002	9991227	DHS MGMT CONSOL COST ...			DIRECTORS OFFICE
2003	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST
2003	07/09/2002	07/02/2002	100041477	SNOWDEN JOHN BAYARD III			DIRECTORS OFFICE

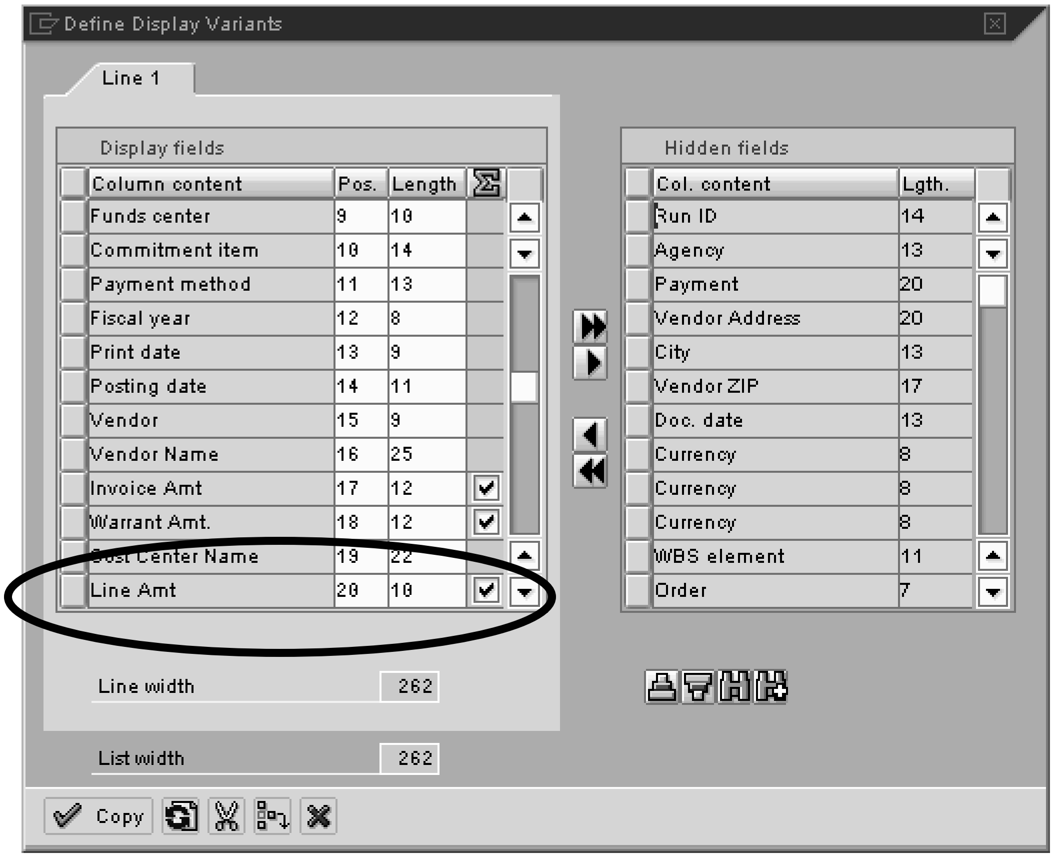
Invoice amount and warrant amount are displayed, but these may include amounts paid from other funds. To see the amounts paid only from PWP6500, it will be necessary to change the variant to see the line amounts. Clicking the current display variant icon will bring up a screen to show the hidden fields. 



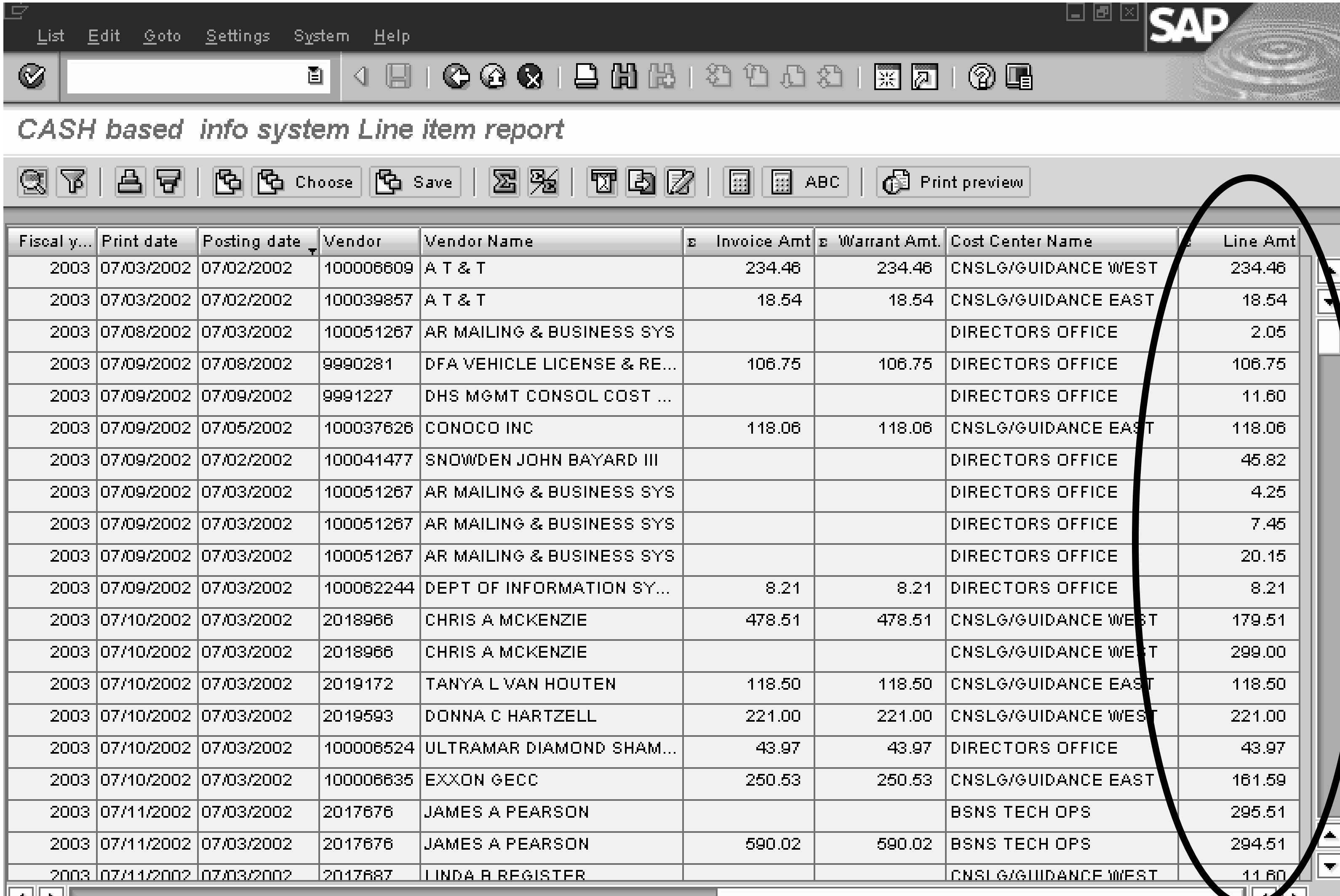
Fiscal year	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Σ Warrant Amt.	Cost Center Name
2003	07/10/2002	07/03/2002	100006635	EXXON G	250.53	250.53	CNSLG/GUIDANCE EAST
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON			BSNS TECH OPS
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON	590.02	590.02	BSNS TECH OPS
2003	07/11/2002	07/03/2002	2017687	LINDA B REGISTER			CNSLG/GUIDANCE WEST



Click on Line Amt to highlight it and move to the display by clicking the black arrow. 



Line Amt was moved to the display. Click Copy to transfer the selections.



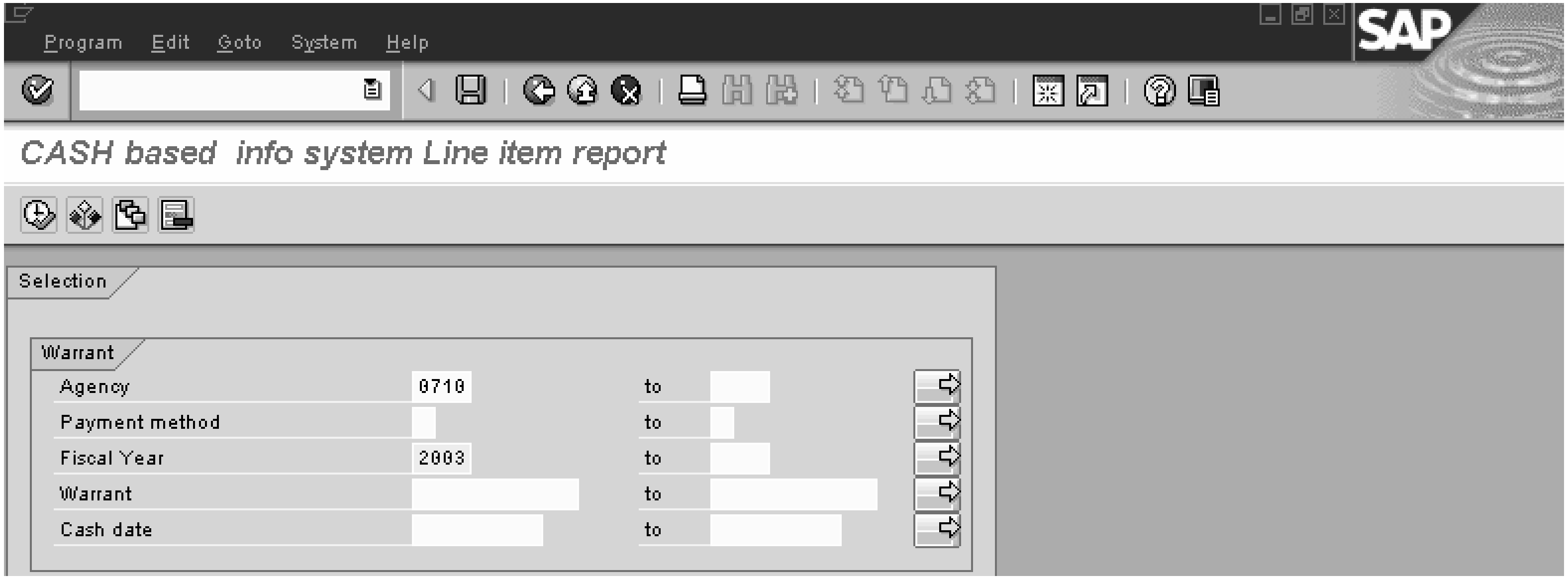
CASH based info system Line item report

Fiscal y...	Print date	Posting date	Vendor	Vendor Name	Invoice Amt	Warrant Amt.	Cost Center Name	Line Amt
2003	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST	234.46
2003	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST	18.54
2003	07/08/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	2.05
2003	07/09/2002	07/08/2002	9990281	DFA VEHICLE LICENSE & RE...	106.75	106.75	DIRECTORS OFFICE	106.75
2003	07/09/2002	07/09/2002	9991227	DHS MGMT CONSOL COST ...			DIRECTORS OFFICE	11.60
2003	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST	118.06
2003	07/09/2002	07/02/2002	100041477	SNOWDEN JOHN BAYARD III			DIRECTORS OFFICE	45.82
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	4.25
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	7.45
2003	07/09/2002	07/03/2002	100051267	AR MAILING & BUSINESS SYS			DIRECTORS OFFICE	20.15
2003	07/09/2002	07/03/2002	100062244	DEPT OF INFORMATION SY...	8.21	8.21	DIRECTORS OFFICE	8.21
2003	07/10/2002	07/03/2002	2018966	CHRIS A MCKENZIE	478.51	478.51	CNSLG/GUIDANCE WEST	179.51
2003	07/10/2002	07/03/2002	2018966	CHRIS A MCKENZIE			CNSLG/GUIDANCE WEST	299.00
2003	07/10/2002	07/03/2002	2019172	TANYA L VAN HOUTEN	118.50	118.50	CNSLG/GUIDANCE EAST	118.50
2003	07/10/2002	07/03/2002	2019593	DONNA C HARTZELL	221.00	221.00	CNSLG/GUIDANCE WEST	221.00
2003	07/10/2002	07/03/2002	100006524	ULTRAMAR DIAMOND SHAM...	43.97	43.97	DIRECTORS OFFICE	43.97
2003	07/10/2002	07/03/2002	100006635	EXXON GECC	250.53	250.53	CNSLG/GUIDANCE EAST	161.59
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON			BSNS TECH OPS	295.51
2003	07/11/2002	07/03/2002	2017676	JAMES A PEARSON	590.02	590.02	BSNS TECH OPS	294.51
2003	07/11/2002	07/03/2002	2017687	LINDA B REGISTER			CNSLG/GUIDANCE WEST	11.60

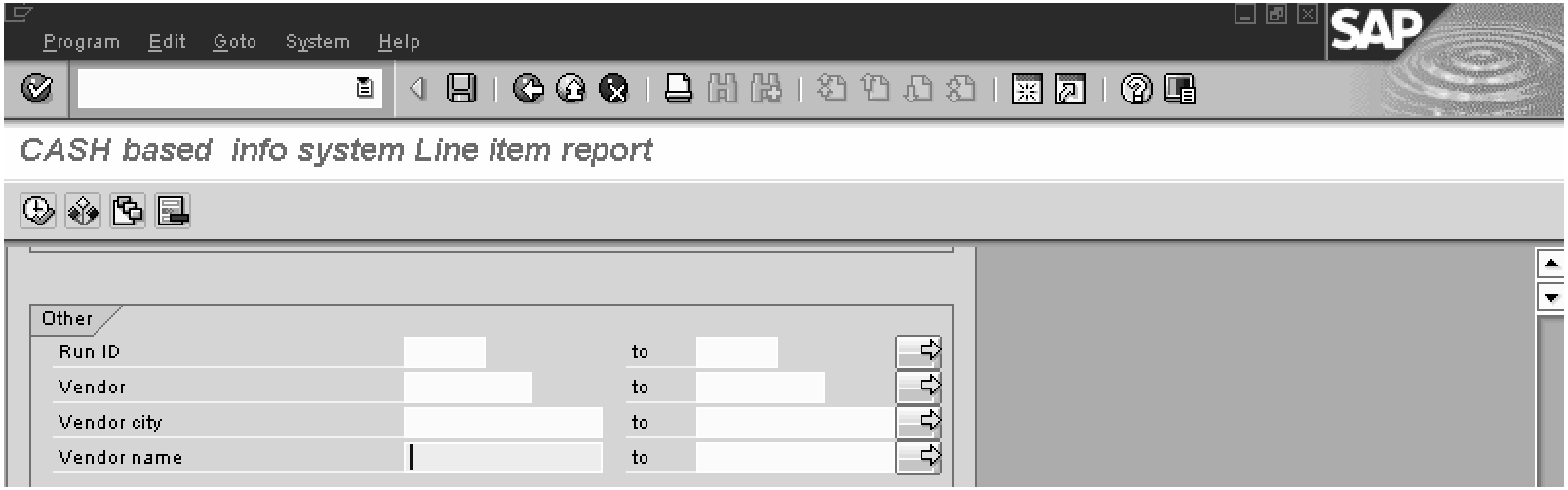
The line amount is now displayed. This is the field that would report the expenditures from the selected fund, PWP6500.

ZWARR_DETAIL EXAMPLE 2

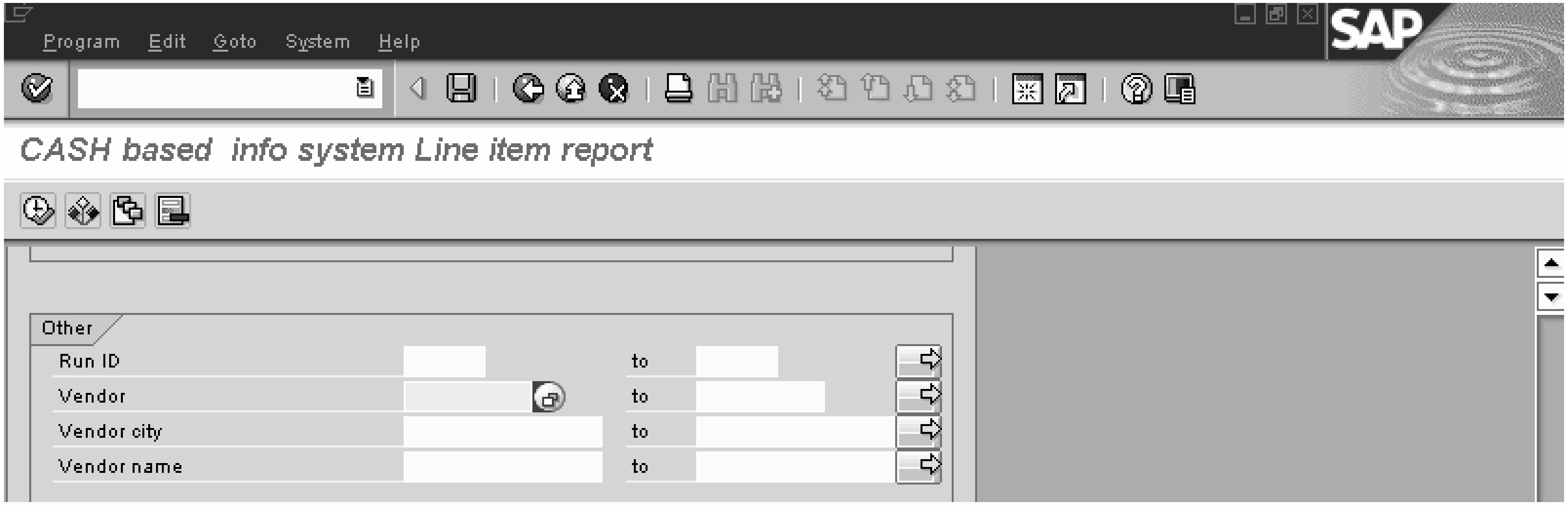
Agency 0710 would like to see the payments their agency has made to one of their vendors in fiscal year 2003.

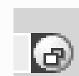


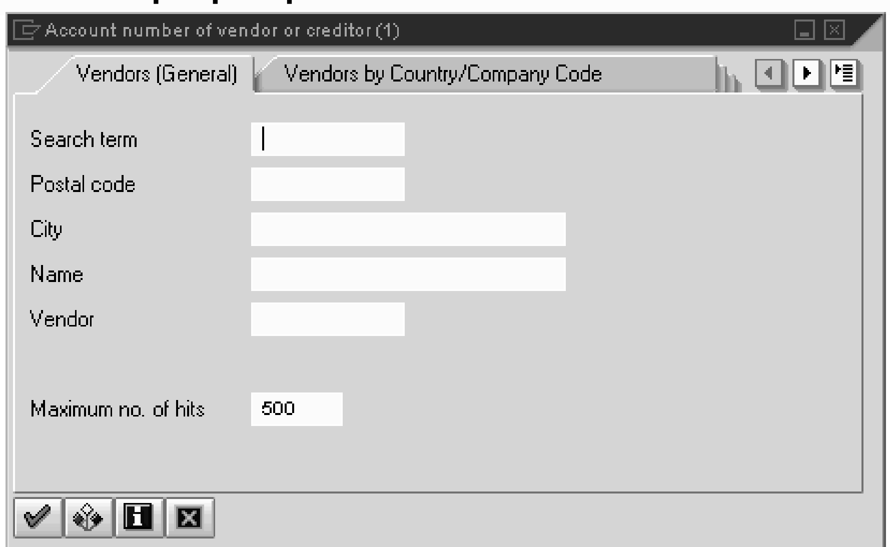
The user searches by agency code and fiscal year. It will be necessary to search for the vendor number.

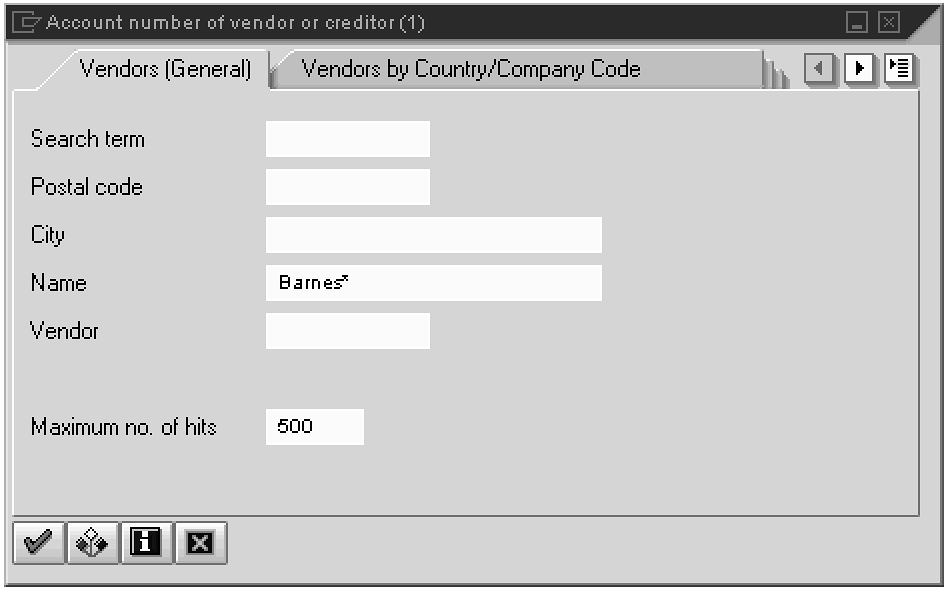


Please note that the vendor name field is case-sensitive. Vendors must be listed in the same case as the vendor master record. If possible, use the vendor number field to search instead.

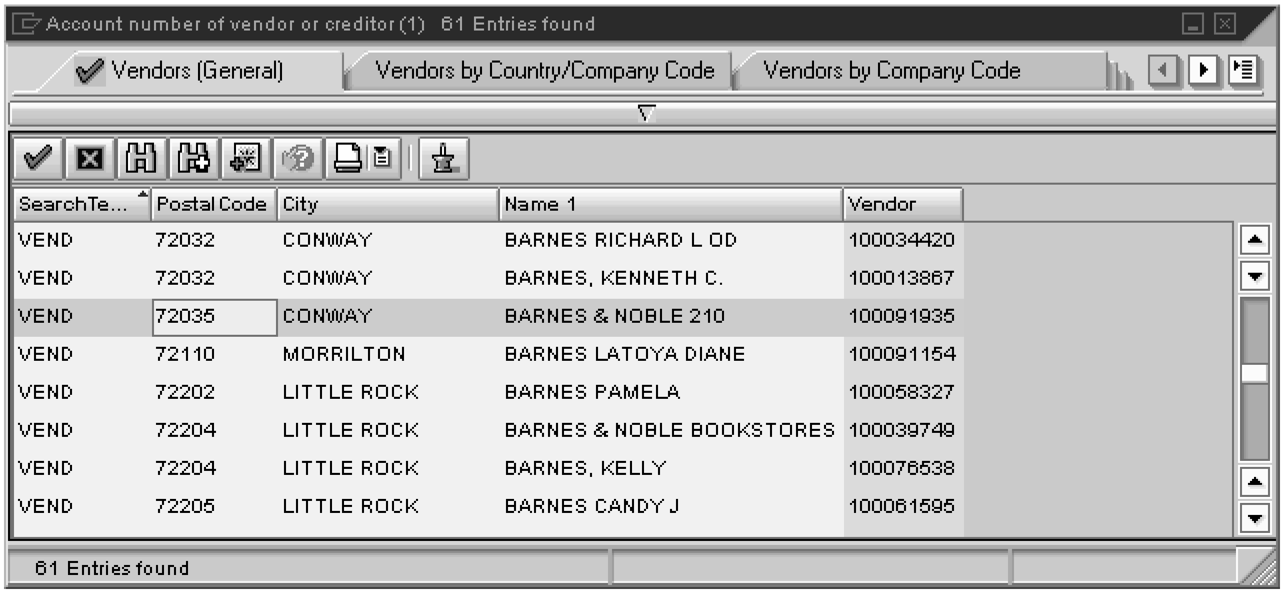


To search for the vendor number, place the cursor in the vendor box. A search icon will appear at the end of the box.  Click the icon. A vendor search box will pop up.



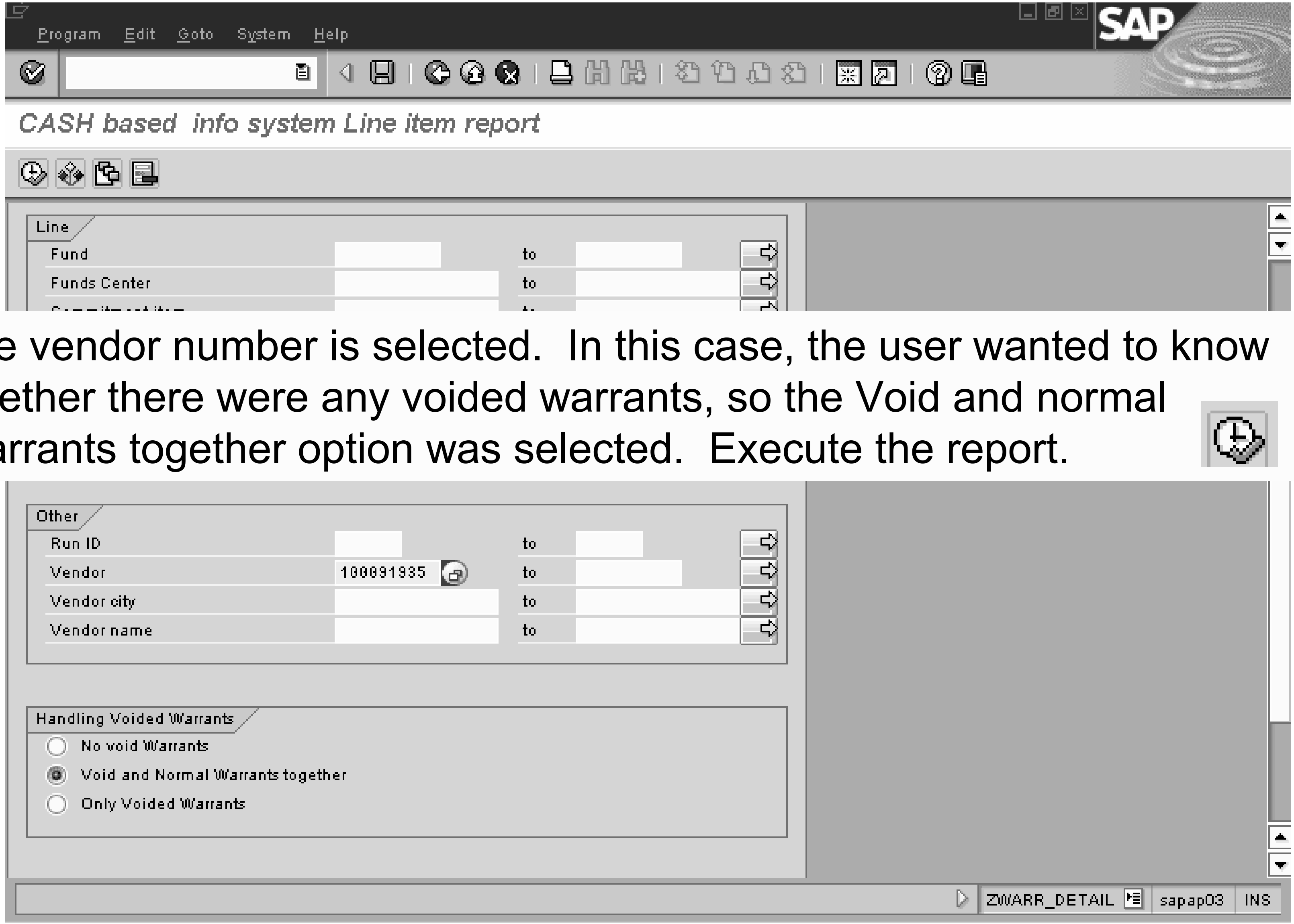


The user was not sure if the vendor was listed as “Barnes and Noble” or “Barnes & Noble”. An asterisk is used to search for all vendors that begin with the text string “Barnes”. (This field is not case-sensitive.)

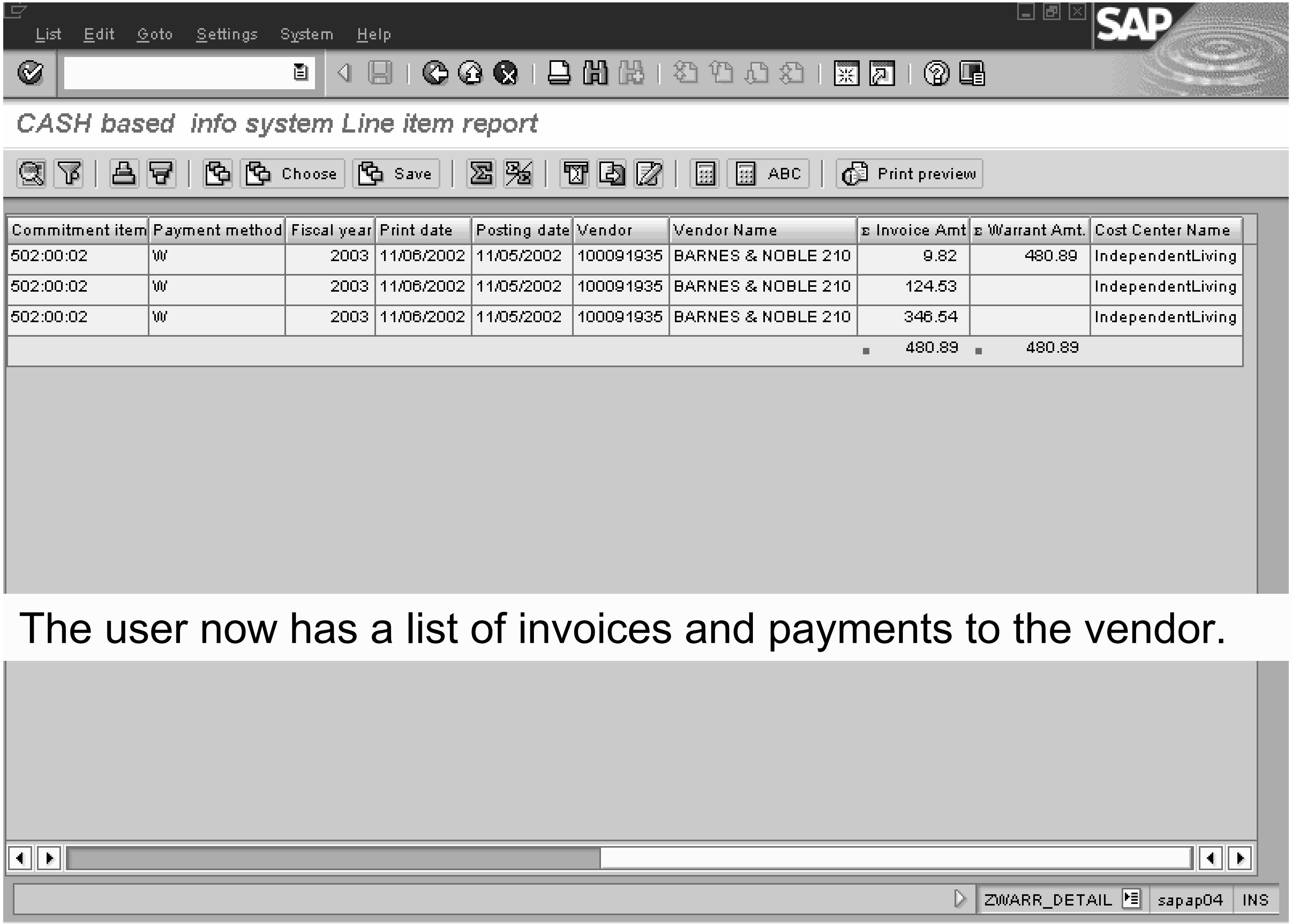


SearchTe...	Postal Code	City	Name 1	Vendor
VEND	72032	CONWAY	BARNES RICHARD L OD	100034420
VEND	72032	CONWAY	BARNES, KENNETH C.	100013867
VEND	72035	CONWAY	BARNES & NOBLE 210	100091935
VEND	72110	MORRILTON	BARNES LATOYA DIANE	100091154
VEND	72202	LITTLE ROCK	BARNES PAMELA	100058327
VEND	72204	LITTLE ROCK	BARNES & NOBLE BOOKSTORES	100039749
VEND	72204	LITTLE ROCK	BARNES, KELLY	100076538
VEND	72205	LITTLE ROCK	BARNES CANDY J	100061595

The desired vendor can now be selected from the list. Double-click the vendor to select it.



The vendor number is selected. In this case, the user wanted to know whether there were any voided warrants, so the Void and normal Warrants together option was selected. Execute the report.

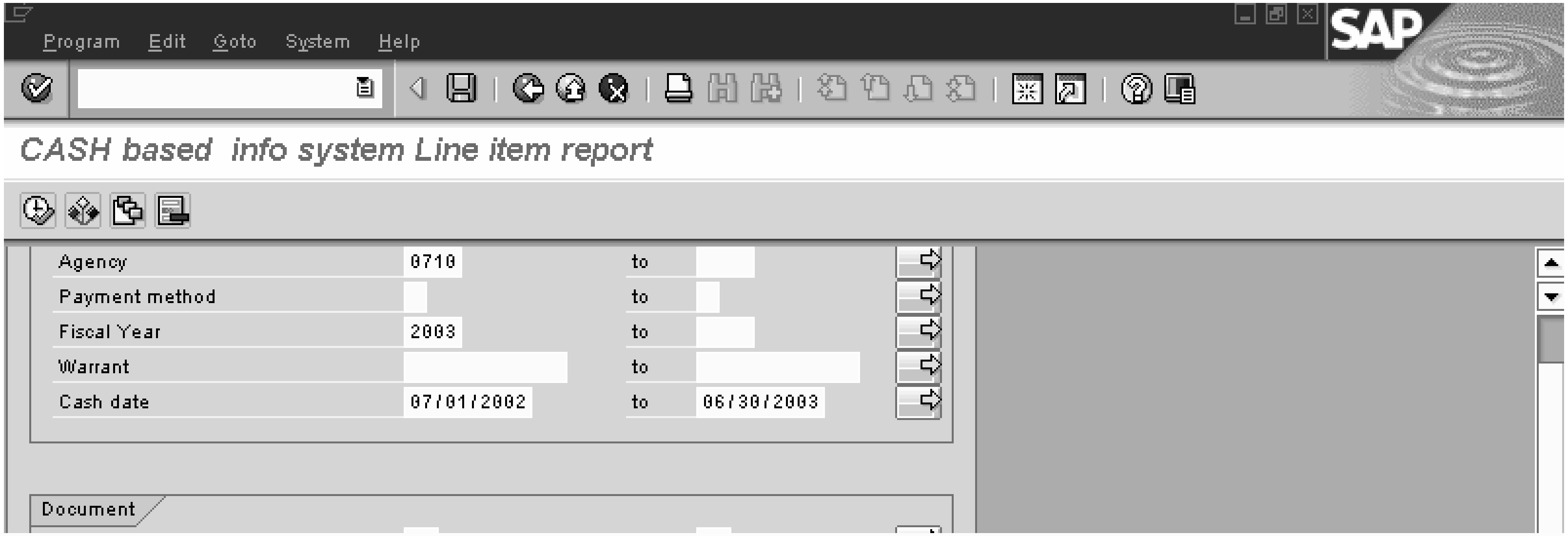


Commitment item	Payment method	Fiscal year	Print date	Posting date	Vendor	Vendor Name	Σ Invoice Amt	Σ Warrant Amt.	Cost Center Name
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	9.82	480.89	IndependentLiving
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	124.53		IndependentLiving
502:00:02	W	2003	11/06/2002	11/05/2002	100091935	BARNES & NOBLE 210	346.54		IndependentLiving
							▪ 480.89	▪ 480.89	

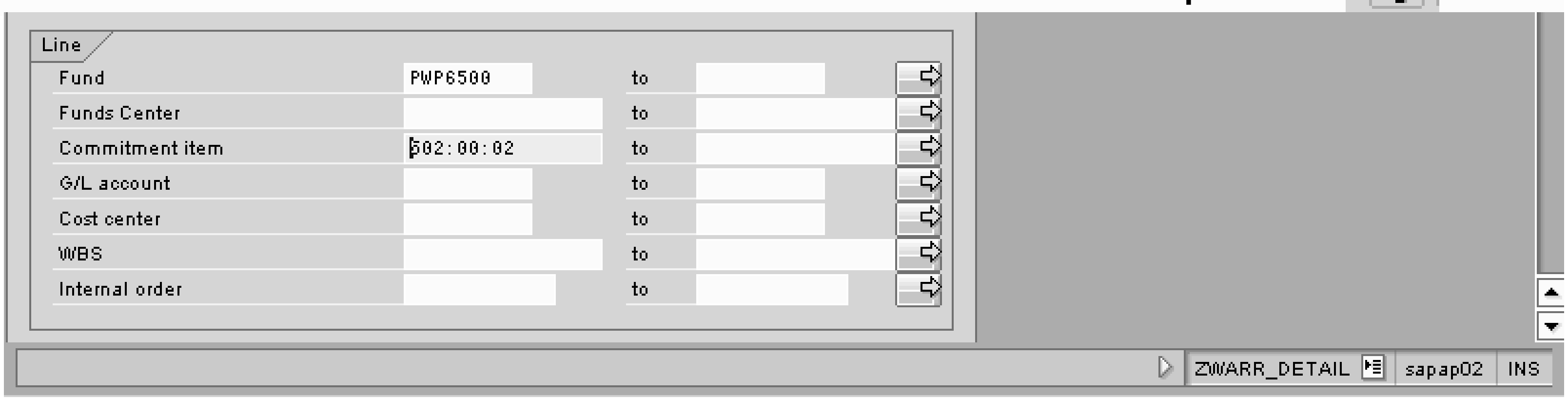
The user now has a list of invoices and payments to the vendor.

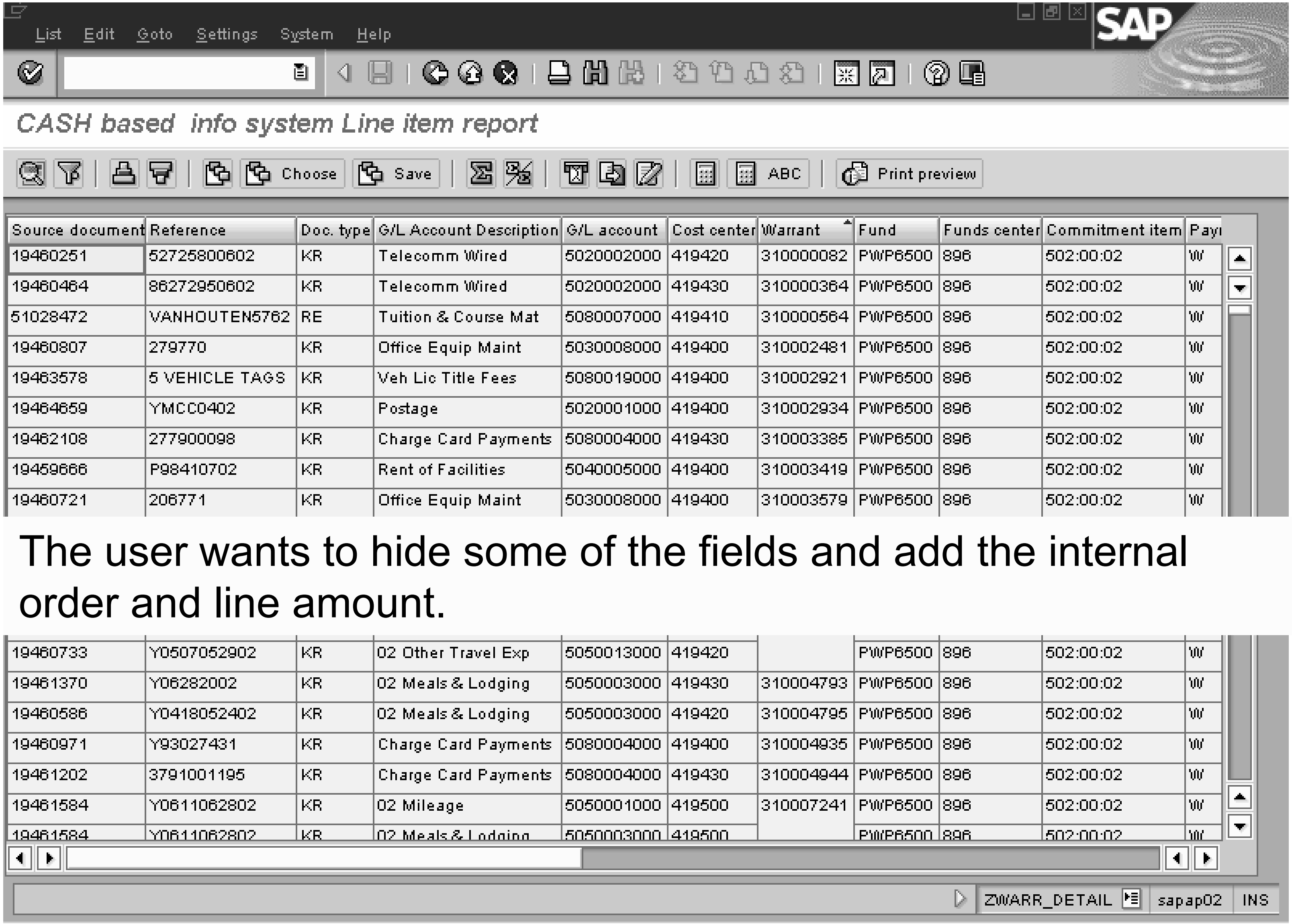
ZWARR_DETAIL EXAMPLE 3

The user wants to see a list of payments by internal order for operating expenses in a single fund for a single month.



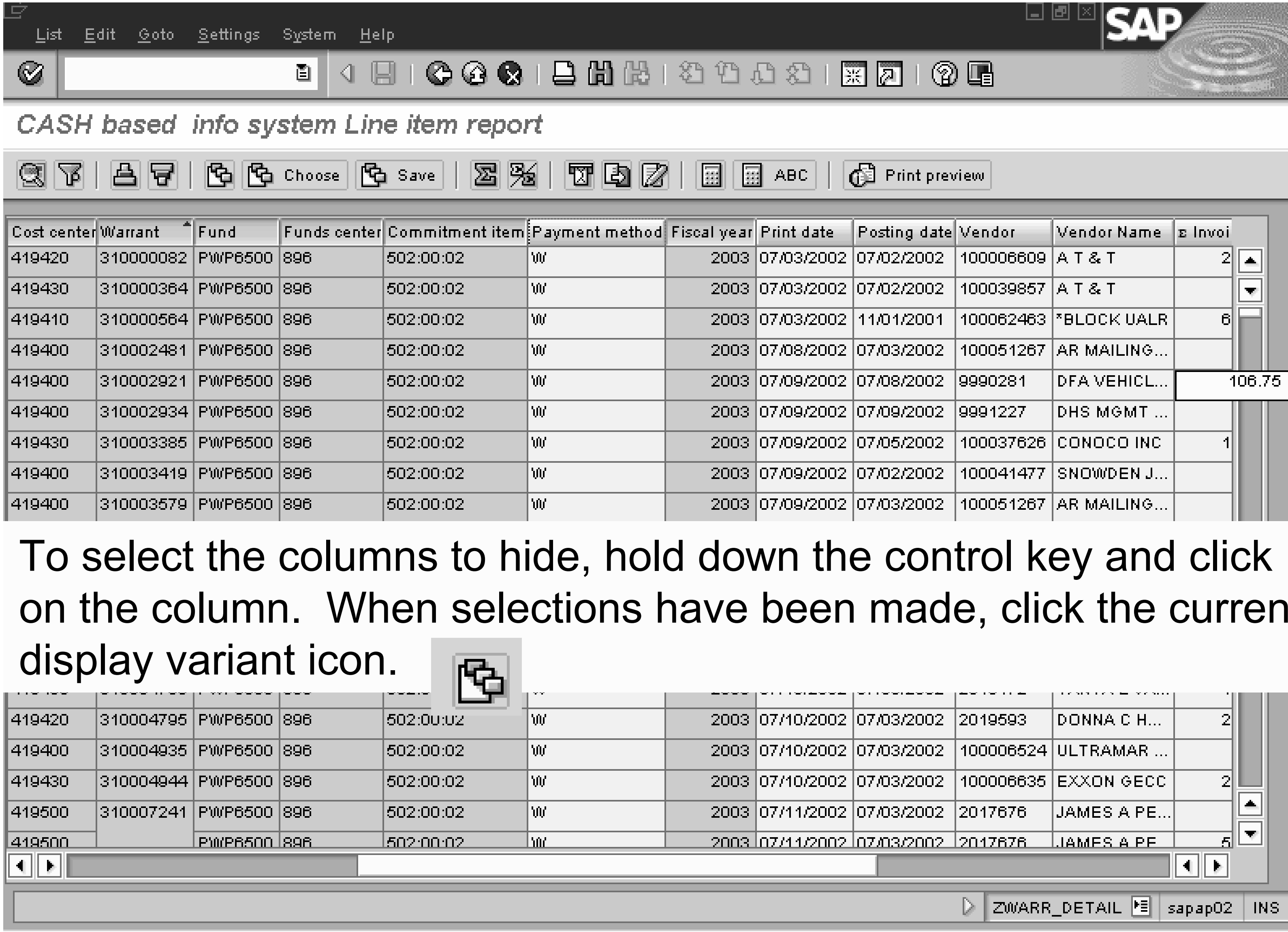
Agency, fiscal year, cash (payment) date, fund and commitment item are selected. Leaving the internal order field blank causes all of the internal orders to be selected. Execute the report.





Source document	Reference	Doc. type	G/L Account Description	G/L account	Cost center	Warrant	Fund	Funds center	Commitment item	Pay
19460251	52725800602	KR	Telecomm Wired	5020002000	419420	310000082	PWP6500	896	502:00:02	W
19460464	86272950602	KR	Telecomm Wired	5020002000	419430	310000364	PWP6500	896	502:00:02	W
51028472	VANHOUTEN5762	RE	Tuition & Course Mat	5080007000	419410	310000564	PWP6500	896	502:00:02	W
19460807	279770	KR	Office Equip Maint	5030008000	419400	310002481	PWP6500	896	502:00:02	W
19463578	5 VEHICLE TAGS	KR	Veh Lic Title Fees	5080019000	419400	310002921	PWP6500	896	502:00:02	W
19464659	YMCC0402	KR	Postage	5020001000	419400	310002934	PWP6500	896	502:00:02	W
19462108	277900098	KR	Charge Card Payments	5080004000	419430	310003385	PWP6500	896	502:00:02	W
19459666	P98410702	KR	Rent of Facilities	5040005000	419400	310003419	PWP6500	896	502:00:02	W
19460721	206771	KR	Office Equip Maint	5030008000	419400	310003579	PWP6500	896	502:00:02	W
19460733	Y0507052902	KR	02 Other Travel Exp	5050013000	419420		PWP6500	896	502:00:02	W
19461370	Y06282002	KR	02 Meals & Lodging	5050003000	419430	310004793	PWP6500	896	502:00:02	W
19460586	Y0418052402	KR	02 Meals & Lodging	5050003000	419420	310004795	PWP6500	896	502:00:02	W
19460971	Y93027431	KR	Charge Card Payments	5080004000	419400	310004935	PWP6500	896	502:00:02	W
19461202	3791001195	KR	Charge Card Payments	5080004000	419430	310004944	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Mileage	5050001000	419500	310007241	PWP6500	896	502:00:02	W
19461584	Y0611062802	KR	02 Meals & Lodging	5050003000	419500		PWP6500	896	502:00:02	W

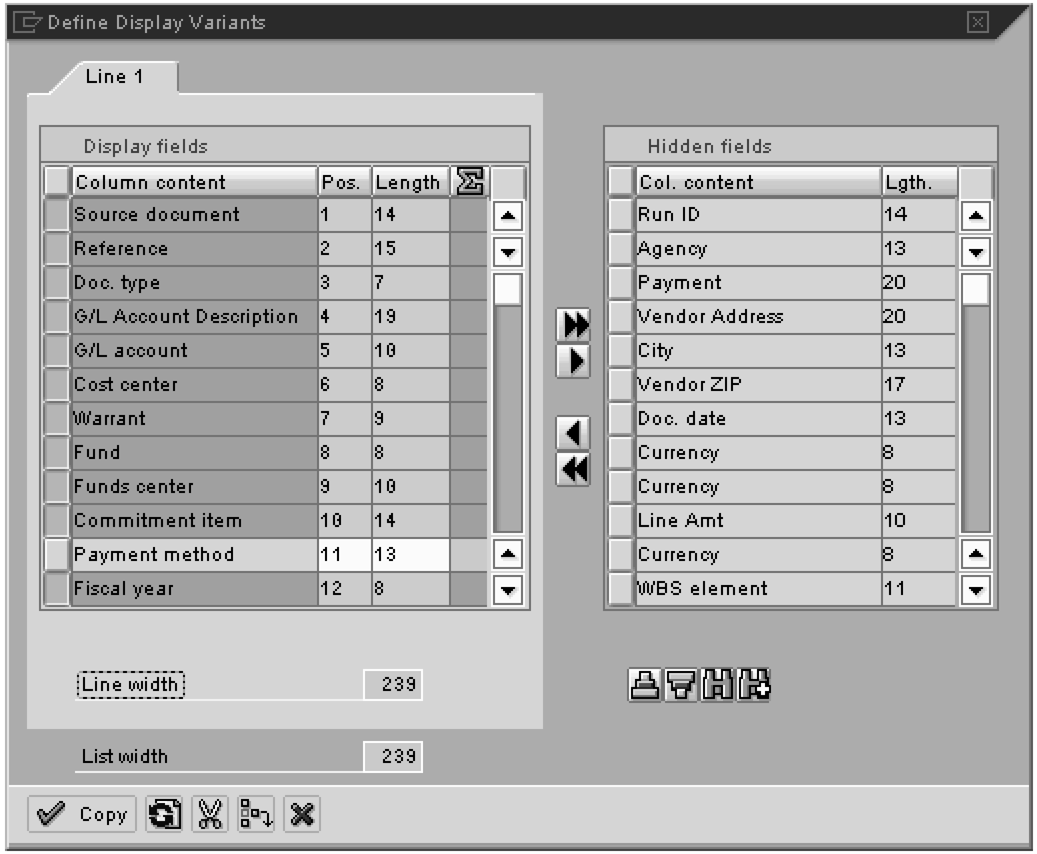
The user wants to hide some of the fields and add the internal order and line amount.

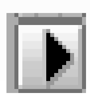


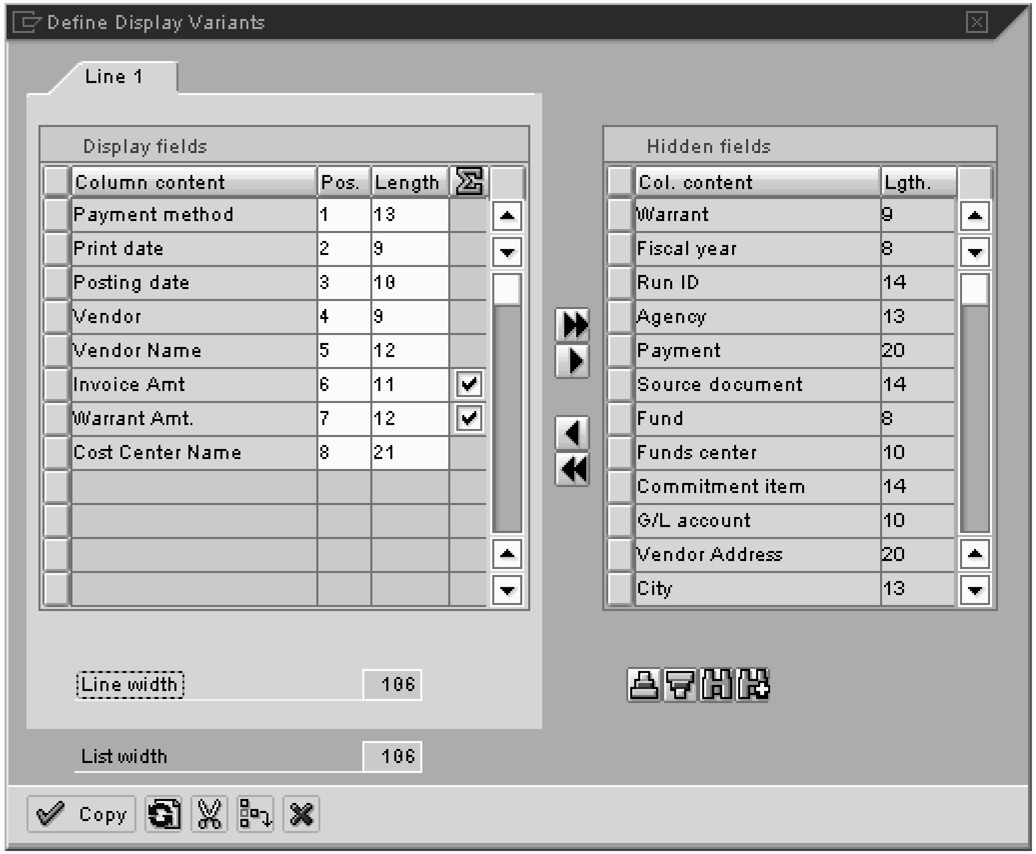
Cost center	Warrant	Fund	Funds center	Commitment item	Payment method	Fiscal year	Print date	Posting date	Vendor	Vendor Name	Σ Invoi
419420	310000082	PWP6500	896	502:00:02	W	2003	07/03/2002	07/02/2002	100006609	A T & T	2
419430	310000364	PWP6500	896	502:00:02	W	2003	07/03/2002	07/02/2002	100039857	A T & T	
419410	310000564	PWP6500	896	502:00:02	W	2003	07/03/2002	11/01/2001	100062463	*BLOCK UALR	6
419400	310002481	PWP6500	896	502:00:02	W	2003	07/08/2002	07/03/2002	100051267	AR MAILING...	
419400	310002921	PWP6500	896	502:00:02	W	2003	07/09/2002	07/08/2002	9990281	DFA VEHICL...	106.75
419400	310002934	PWP6500	896	502:00:02	W	2003	07/09/2002	07/09/2002	9991227	DHS MGMT ...	
419430	310003385	PWP6500	896	502:00:02	W	2003	07/09/2002	07/05/2002	100037626	CONOCO INC	1
419400	310003419	PWP6500	896	502:00:02	W	2003	07/09/2002	07/02/2002	100041477	SNOWDEN J...	
419400	310003579	PWP6500	896	502:00:02	W	2003	07/09/2002	07/03/2002	100051267	AR MAILING...	
419420	310004795	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	2019593	DONNA C H...	2
419400	310004935	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	100006524	ULTRAMAR ...	
419430	310004944	PWP6500	896	502:00:02	W	2003	07/10/2002	07/03/2002	100006635	EXXON GECC	2
419500	310007241	PWP6500	896	502:00:02	W	2003	07/11/2002	07/03/2002	2017676	JAMES A PE...	
419500		PWP6500	896	502:00:02	W	2003	07/11/2002	07/03/2002	2017676	JAMES A PE...	5

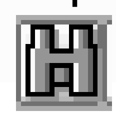
To select the columns to hide, hold down the control key and click on the column. When selections have been made, click the current display variant icon.

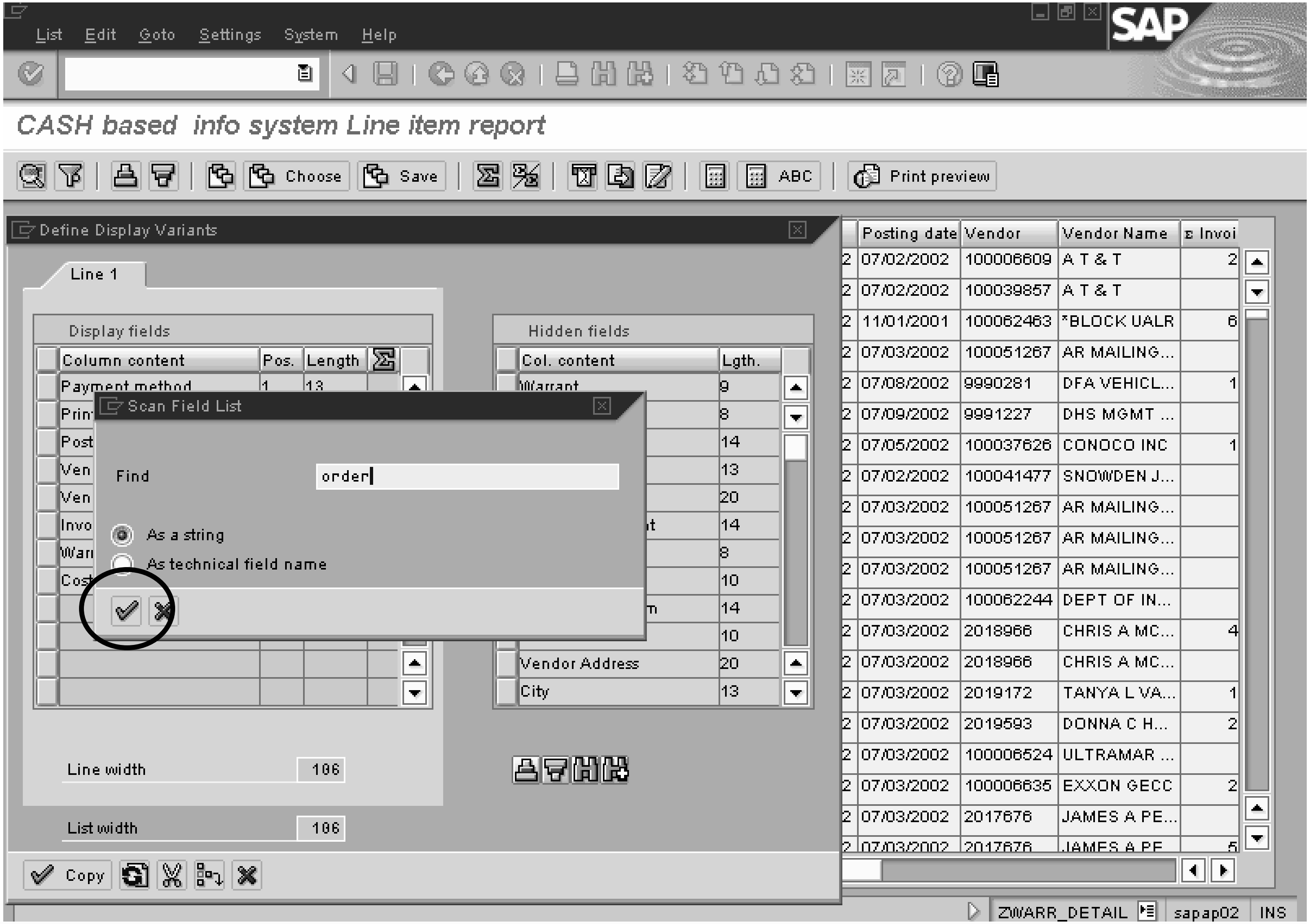
34



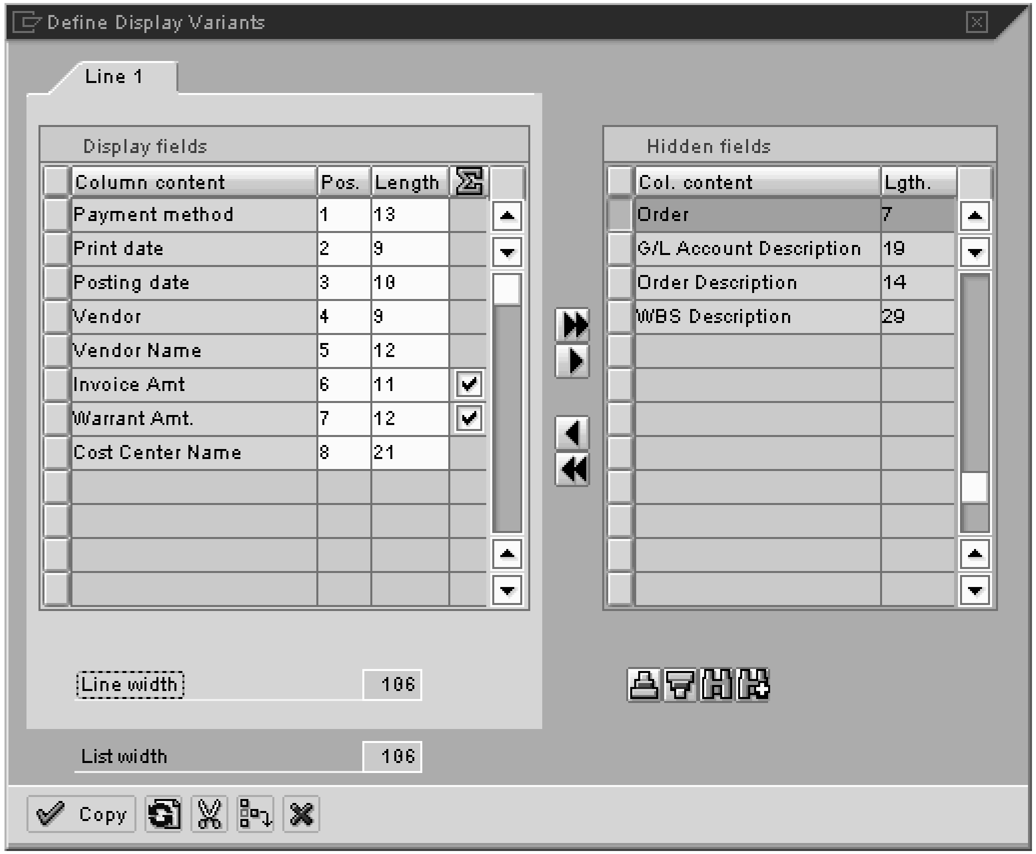
The columns that were selected on the screen are selected in the display field. Move them to the hidden field by clicking the black right arrow. 

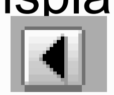


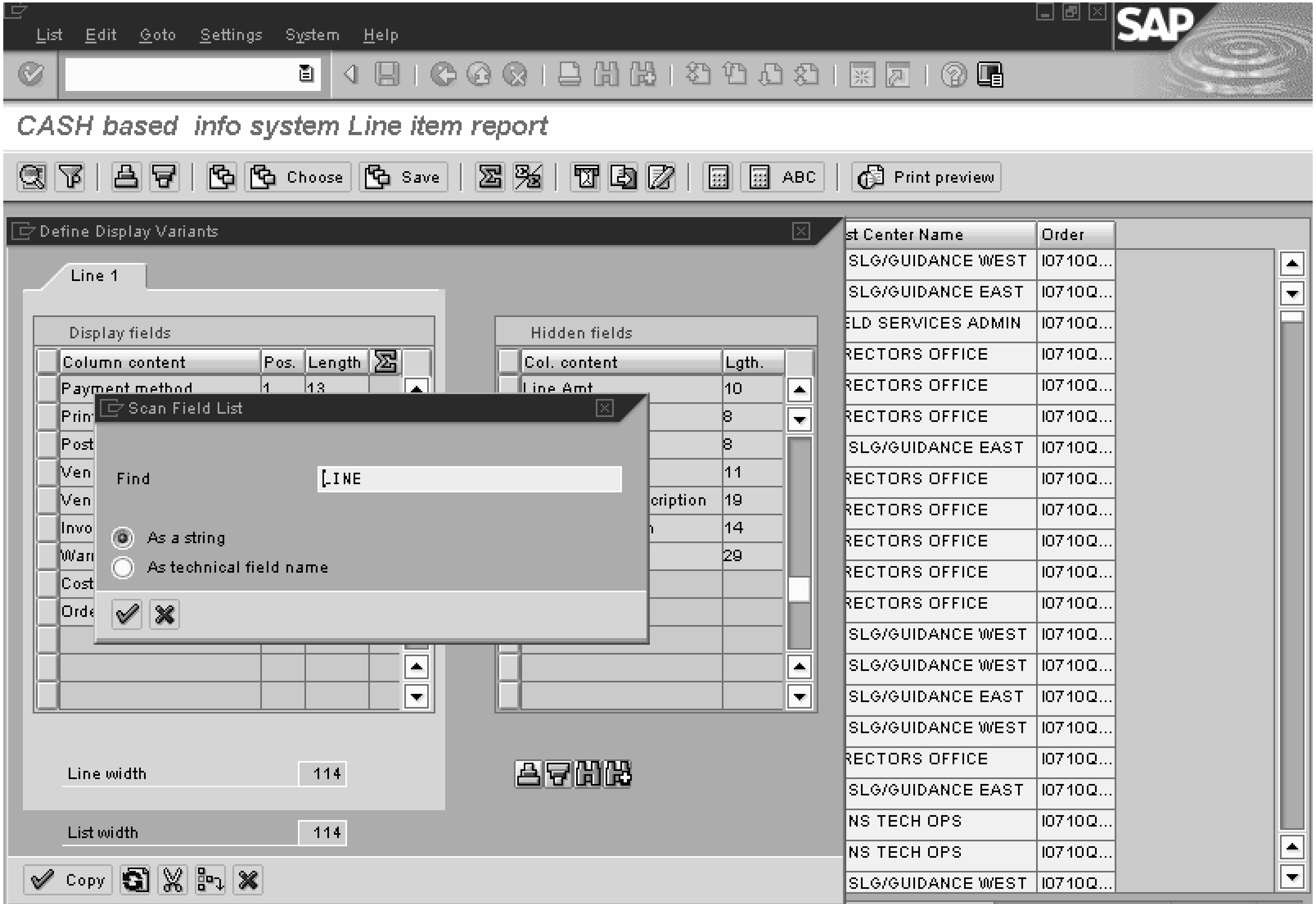
Line amount and order will have to be added to the display. To find them easily in the hidden fields, click the find icon. 



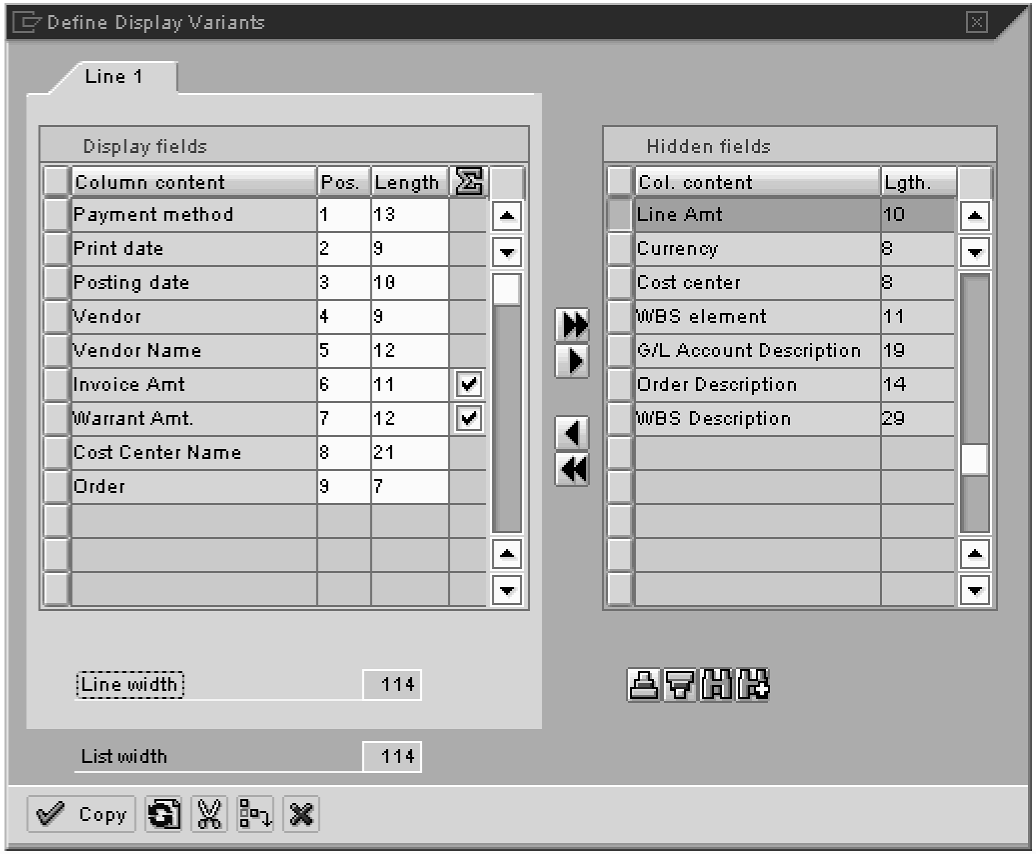
Type in the name and click the green check.

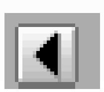


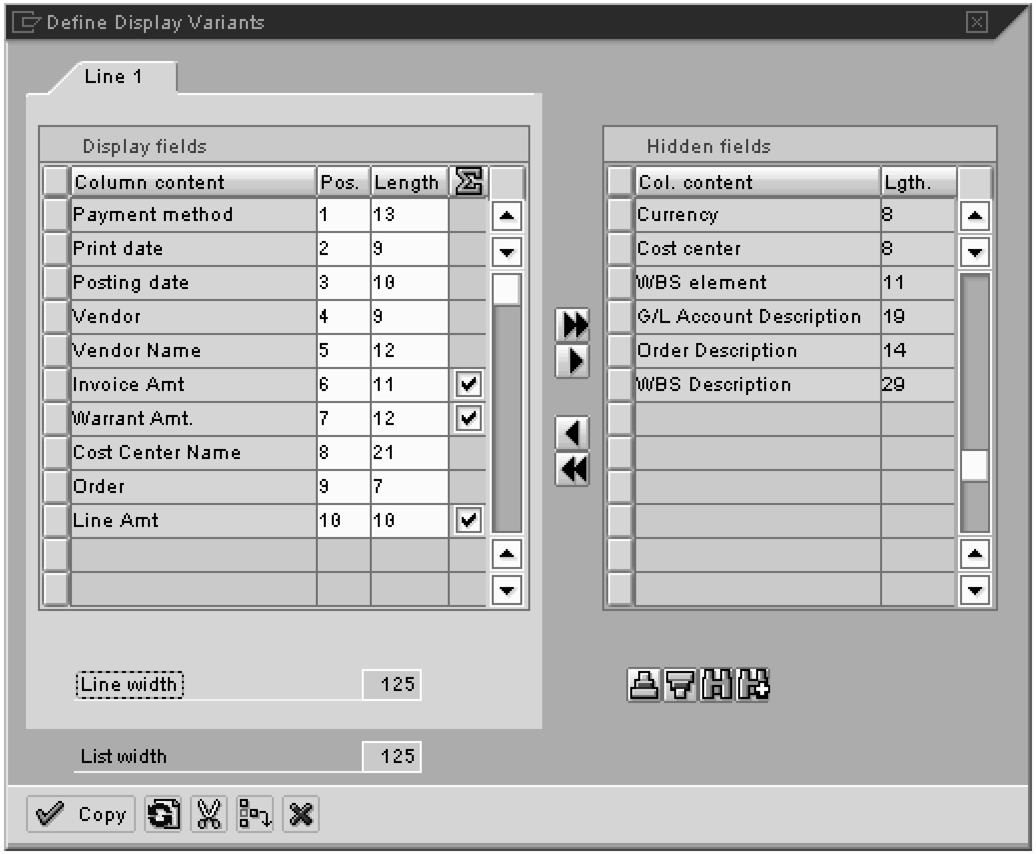
Move the selected item to the displayed field using the black left arrow. 



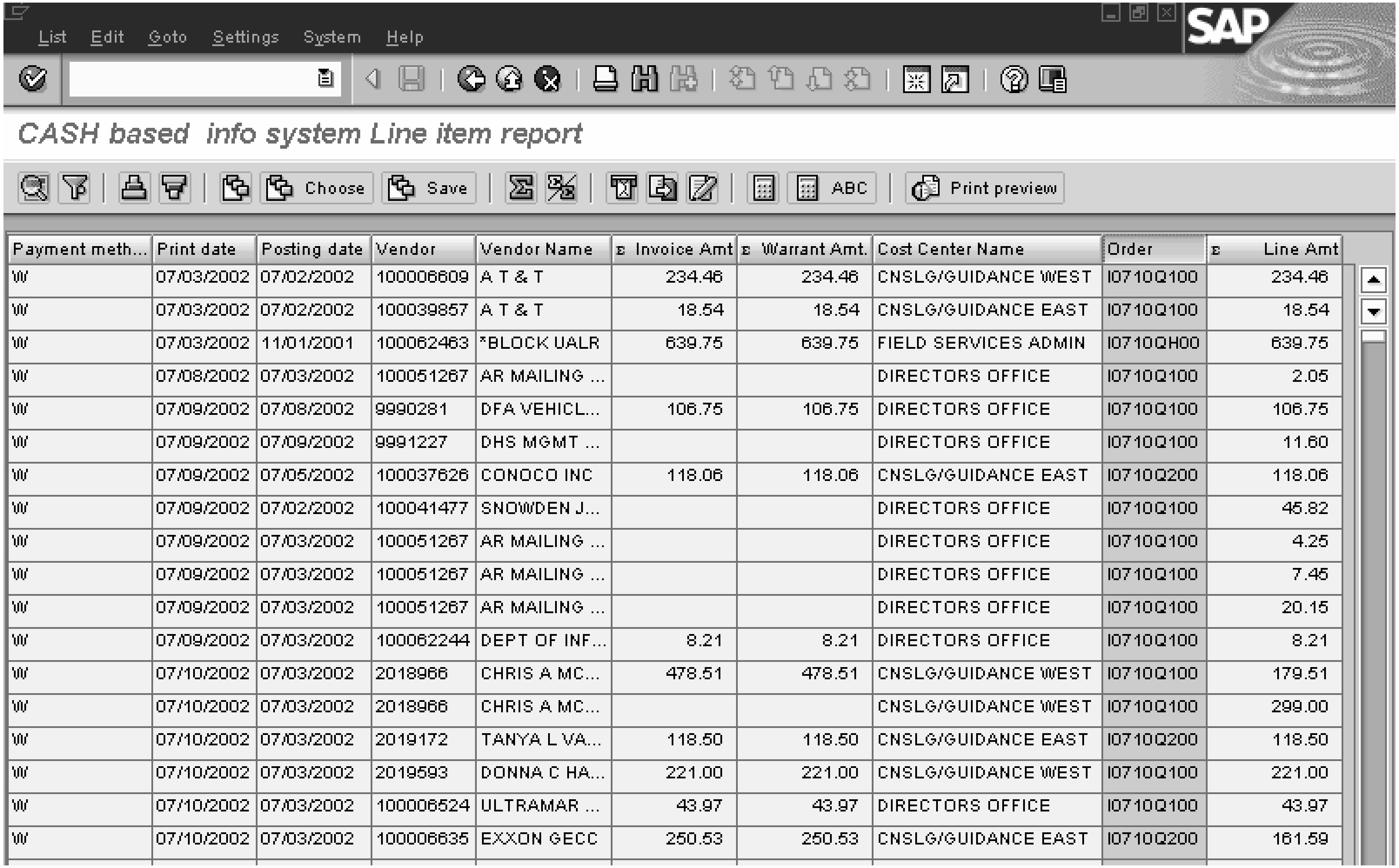
Repeat the search process for line amount.



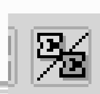
Move the selected item to the displayed field using the left black arrow. 



Click copy to copy the selections into the report.



Payment meth...	Print date	Posting date	Vendor	Vendor Name	Σ Invoice Amt	Σ Warrant Amt.	Cost Center Name	Order	Σ Line Amt
W	07/03/2002	07/02/2002	100006609	A T & T	234.46	234.46	CNSLG/GUIDANCE WEST	I0710Q100	234.46
W	07/03/2002	07/02/2002	100039857	A T & T	18.54	18.54	CNSLG/GUIDANCE EAST	I0710Q100	18.54
W	07/03/2002	11/01/2001	100062463	*BLOCK UALR	639.75	639.75	FIELD SERVICES ADMIN	I0710QH00	639.75
W	07/08/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	2.05
W	07/09/2002	07/08/2002	9990281	DFA VEHICL...	106.75	106.75	DIRECTORS OFFICE	I0710Q100	106.75
W	07/09/2002	07/09/2002	9991227	DHS MGMT ...			DIRECTORS OFFICE	I0710Q100	11.60
W	07/09/2002	07/05/2002	100037626	CONOCO INC	118.06	118.06	CNSLG/GUIDANCE EAST	I0710Q200	118.06
W	07/09/2002	07/02/2002	100041477	SNOWDEN J...			DIRECTORS OFFICE	I0710Q100	45.82
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	4.25
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	7.45
W	07/09/2002	07/03/2002	100051267	AR MAILING ...			DIRECTORS OFFICE	I0710Q100	20.15
W	07/09/2002	07/03/2002	100062244	DEPT OF INF...	8.21	8.21	DIRECTORS OFFICE	I0710Q100	8.21
W	07/10/2002	07/03/2002	2018966	CHRIS A MC...	478.51	478.51	CNSLG/GUIDANCE WEST	I0710Q100	179.51
W	07/10/2002	07/03/2002	2018966	CHRIS A MC...			CNSLG/GUIDANCE WEST	I0710Q100	299.00
W	07/10/2002	07/03/2002	2019172	TANYA L VA...	118.50	118.50	CNSLG/GUIDANCE EAST	I0710Q200	118.50
W	07/10/2002	07/03/2002	2019593	DONNA C HA...	221.00	221.00	CNSLG/GUIDANCE WEST	I0710Q100	221.00
W	07/10/2002	07/03/2002	100006524	ULTRAMAR ...	43.97	43.97	DIRECTORS OFFICE	I0710Q100	43.97
W	07/10/2002	07/03/2002	100006635	EXXON GECC	250.53	250.53	CNSLG/GUIDANCE EAST	I0710Q200	161.59

Click on the order column to highlight it and then click the subtotal icon. 

List Edit Goto Settings System Help

CASH based info system Line item report

Choose Save ABC Print preview

Payment meth...	Print date	Posting date	Vendor	Vendor Name	Σ Invoice Amt	Σ Warrant Amt.	Cost Center Name	Order	Σ Line Amt
W	11/11/2002	11/07/2002	2017917	ROBERT A L...			CNSLG/GUIDANCE EAST		401.65
	07/25/2002	07/25/2002			203.04	203.04	DIRECTORS OFFICE		203.04
					▪ 203.04	▪ 203.04			▪ 604.69
W	11/27/2002	11/27/2002	2017875	MARGARET ...	99.35	99.35	CNSLG/GUIDANCE EAST	I0710CQ00	2.90
W	12/05/2002	12/05/2002	2017905	CHRISTINA C...	367.50	367.50	CNSLG/GUIDANCE EAST		156.60
W	12/05/2002	12/05/2002	2017905	CHRISTINA C...			CNSLG/GUIDANCE EAST		210.90
W	12/05/2002	12/05/2002	2019611	NEDA A SIM...	333.11	333.11	CNSLG/GUIDANCE EAST		46.69
A	12/05/2002	12/05/2002	2018807	MARY L ALLEN	170.26	170.26	CNSLG/GUIDANCE EAST		150.26
A	12/05/2002	12/05/2002	2018807	MARY L ALLEN			CNSLG/GUIDANCE EAST		20.00
					▪ 970.22	▪ 970.22		I0710C...	▪ 587.35
W	08/20/2002	08/19/2002	9990516	AR EDUC TE...	566.66	566.66	DIRECTORS OFFICE	I0710FF00	566.66
W	09/05/2002	09/05/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	11/06/2002	11/05/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	11/13/2002	11/13/2002	100062244	DEPT OF INF...	263.66		DSB DP Srvs-44		263.66
W	12/10/2002	12/10/2002	100049342	ARKANSAS ...	363.00	363.00	DIRECTORS OFFICE		363.00
W	12/11/2002	12/10/2002	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	01/08/2003	01/08/2003	100062244	DEPT OF INF...	583.06	583.06	DSB DP Srvs-44		583.06
W	01/20/2003	01/16/2003	9990516	AR EDUC TE...	283.33	283.33	DIRECTORS OFFICE		283.33
W	02/09/2003	02/07/2003	100062244	DEPT OF INF...	626.72		DSB DP Srvs-44		626.72

ZWARR_DETAIL sapap02 INS

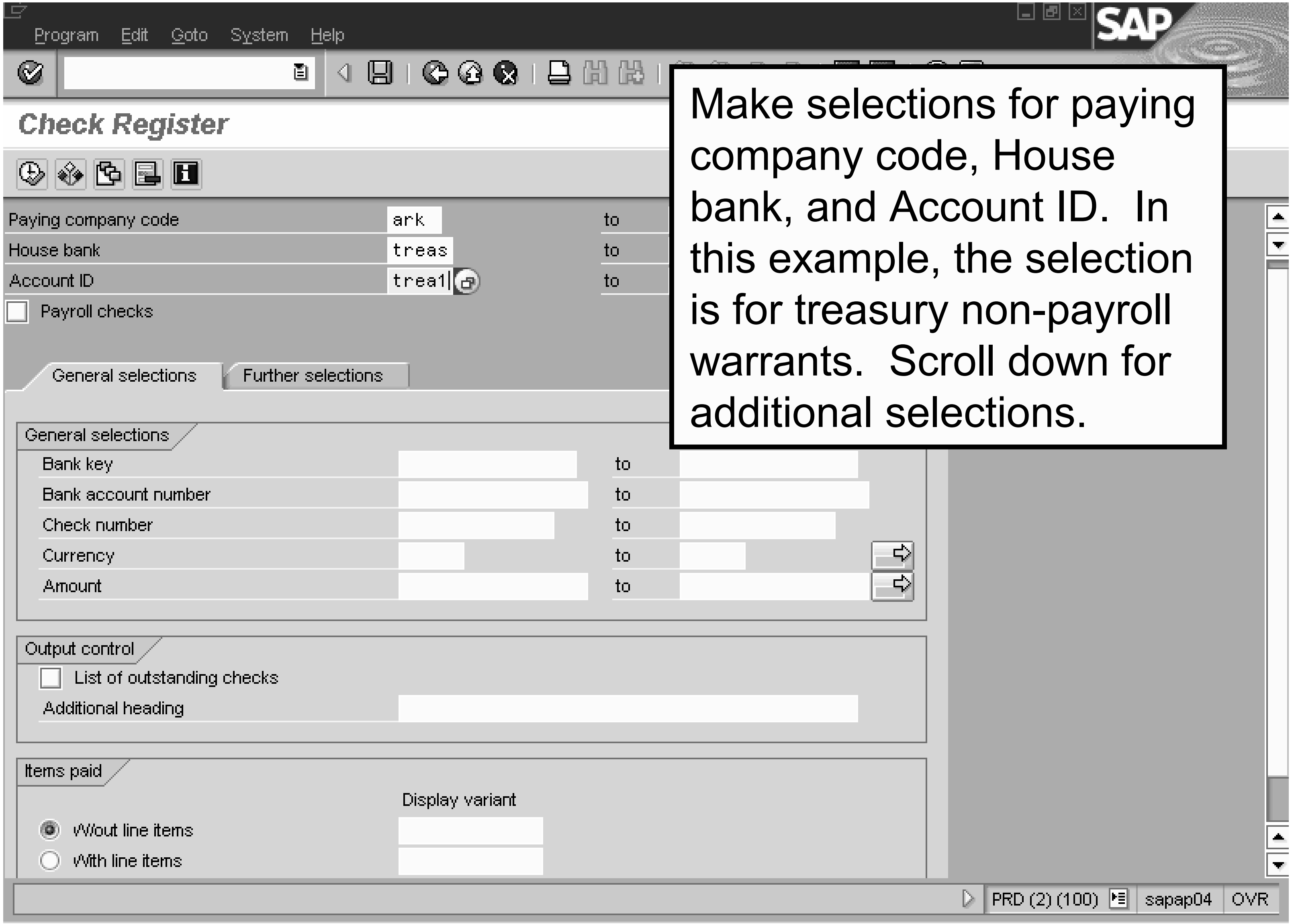
The report is subtotaled by internal order.

Check Register
FCHN

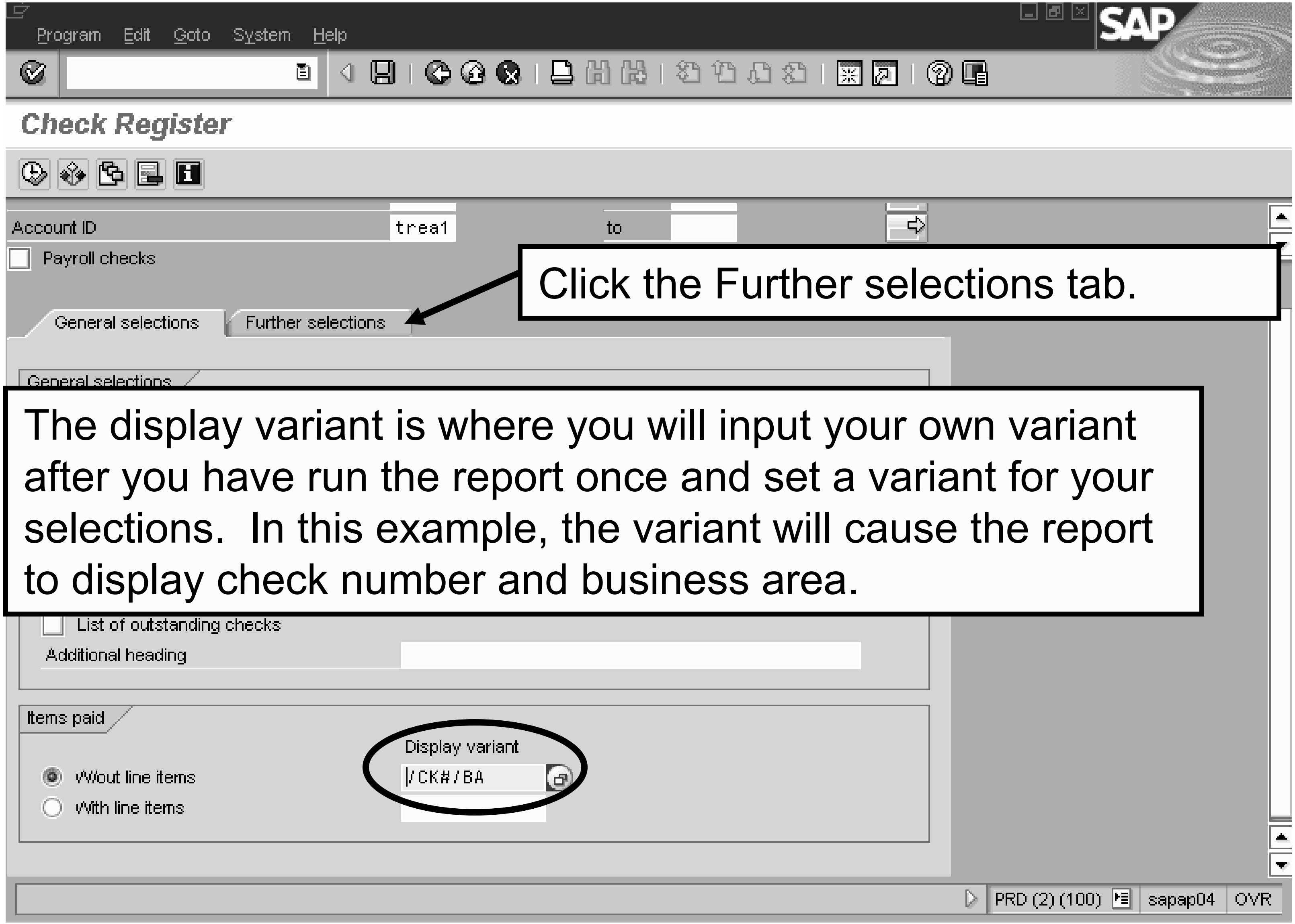
- The check register shows the warrant / check numbers, the payees, the amounts, the dates of issue, and the dates of encashment.
- Fund, Funds Center and any cost objects are not displayed.

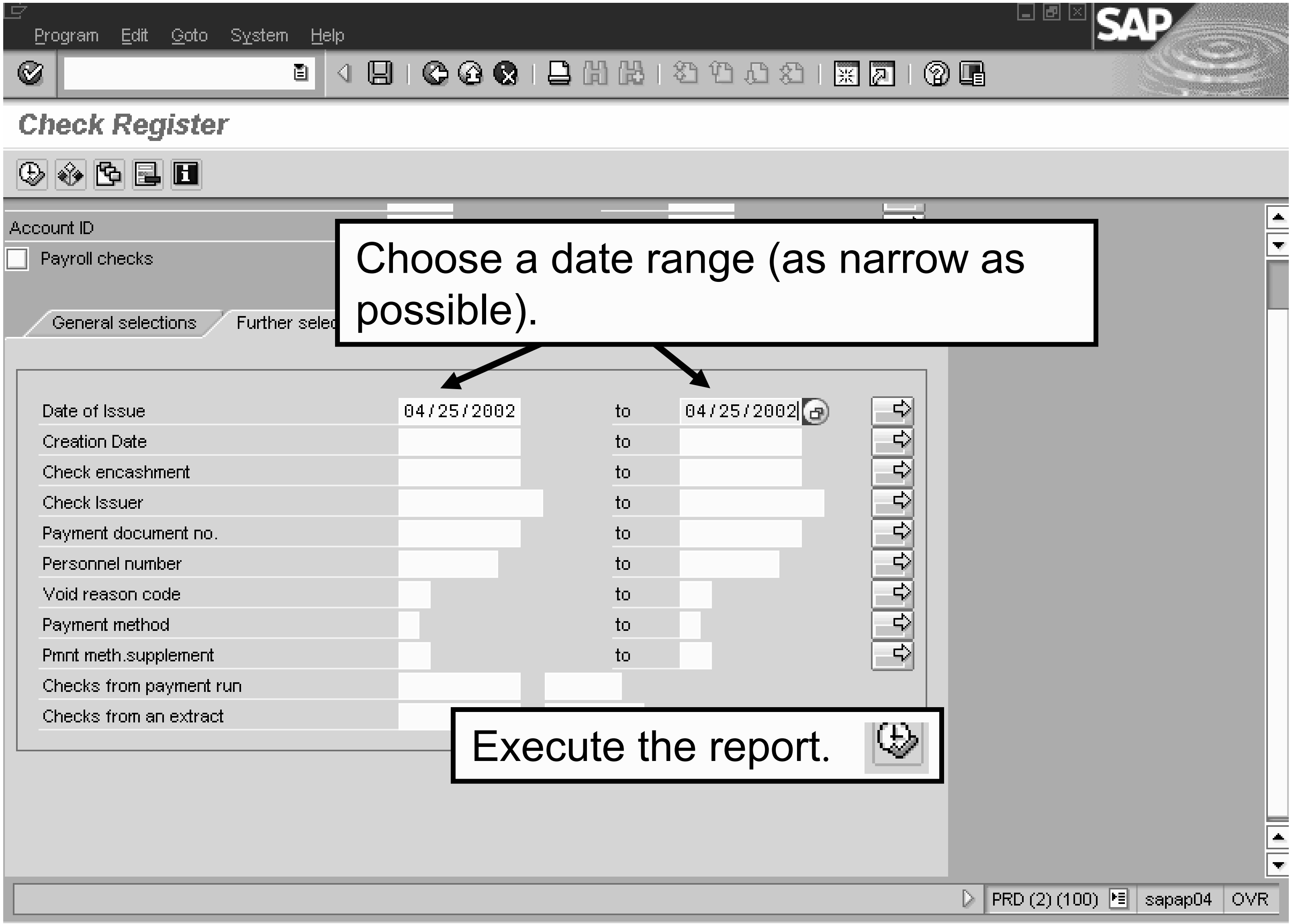
Check Register
FCHN

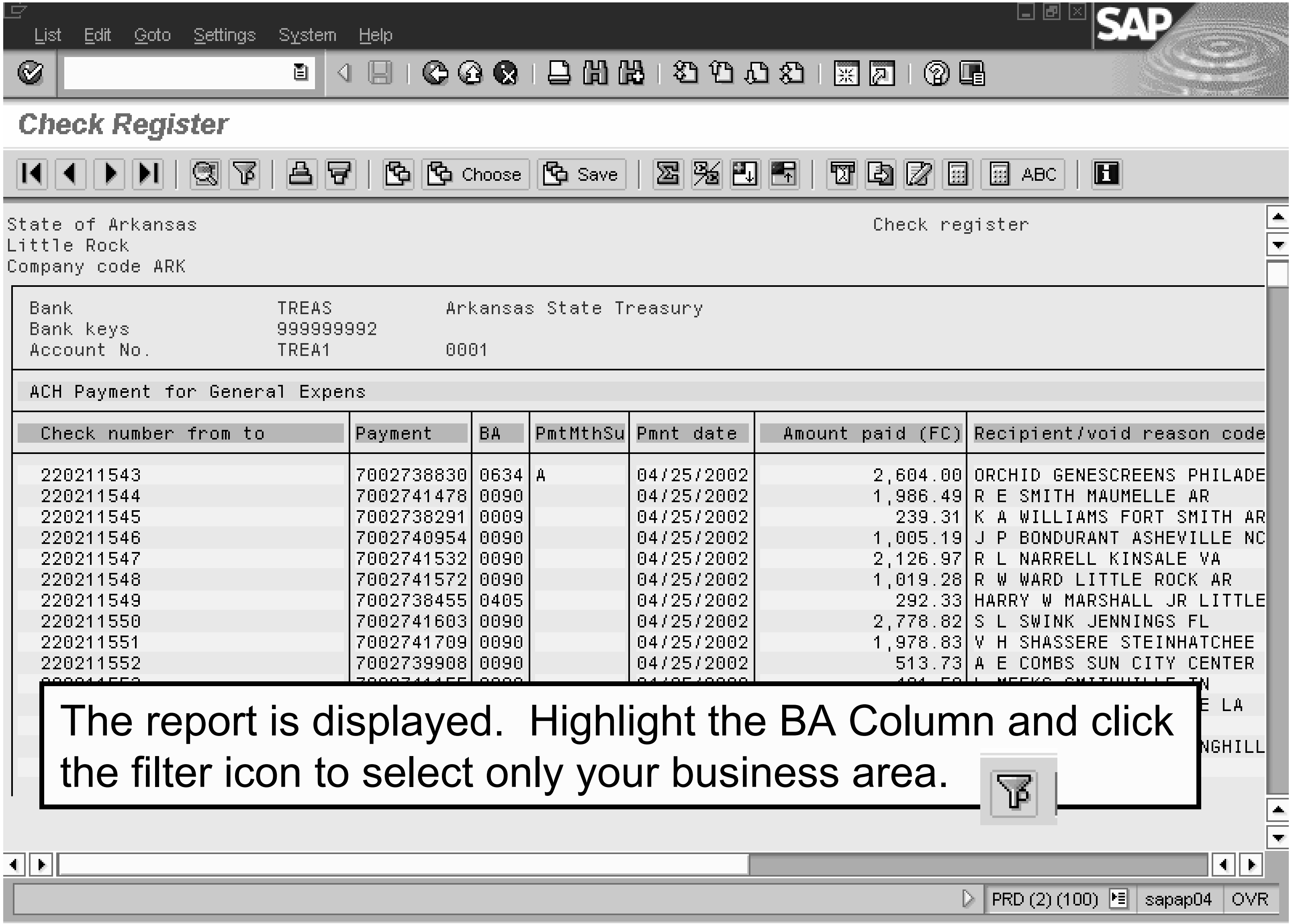
- The check register can provide valuable information. However, the report selection is a little awkward.
- If there is not a variant for the user's business area, the user must pull up the report for the entire state and then filter it to their own business area.
- This problem is solved by saving a variant for the user's business area.



Make selections for paying company code, House bank, and Account ID. In this example, the selection is for treasury non-payroll warrants. Scroll down for additional selections.

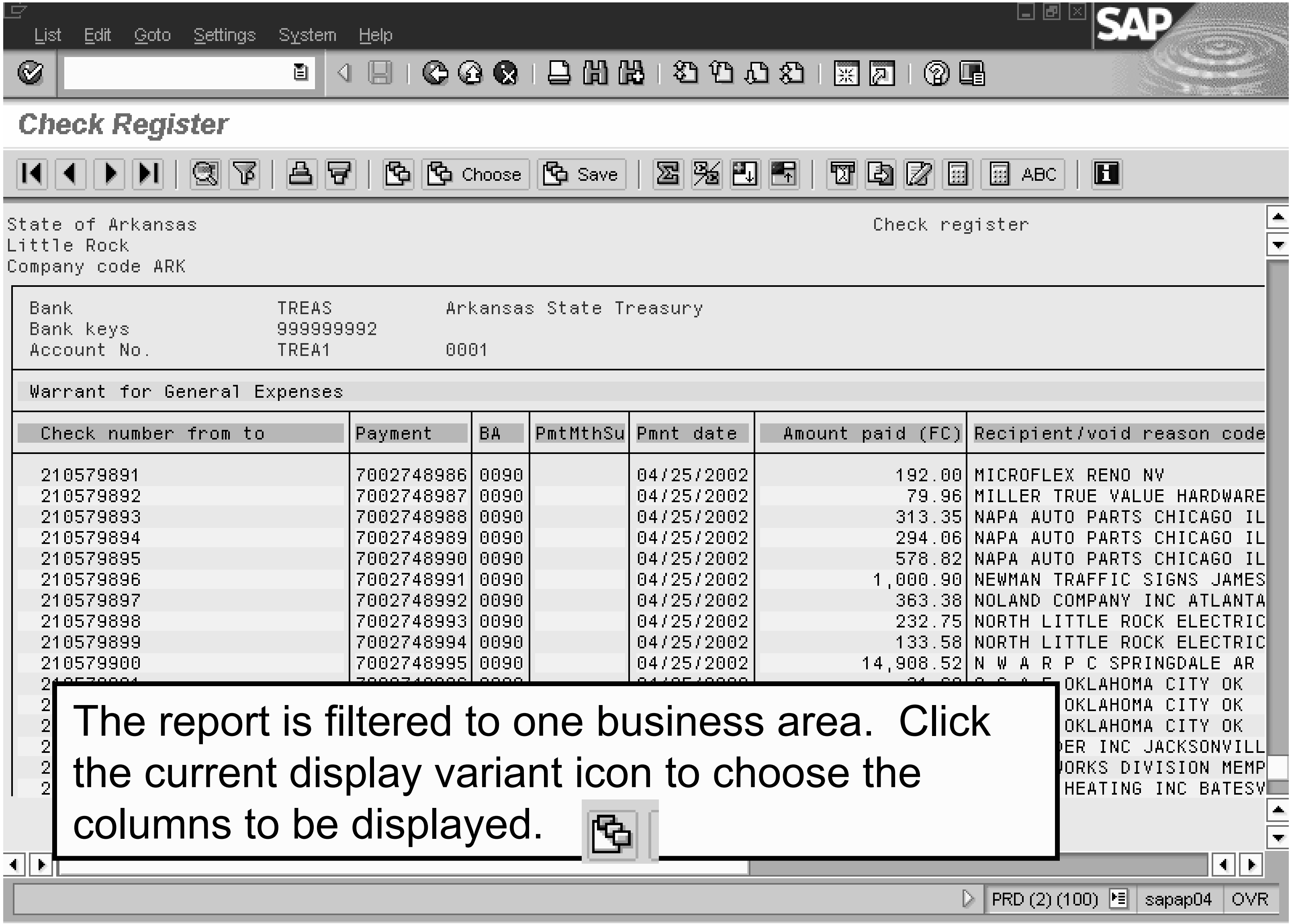

Program Edit Goto System Help
SAP
Check Register
Account ID
trea1
to
Payroll checks
Click the Further selections tab.
General selections
Further selections
General selections
The display variant is where you will input your own variant after you have run the report once and set a variant for your selections. In this example, the variant will cause the report to display check number and business area.
List of outstanding checks
Additional heading
Items paid
Display variant
/CK#/BA
W/out line items
With line items
PRD (2) (100)
sapap04
OVR


Program Edit Goto System Help
Check Register
Account ID
Payroll checks
General selections
Further selec
Date of Issue 04/25/2002 to 04/25/2002
Creation Date to
Check encashment to
Check Issuer to
Payment document no. to
Personnel number to
Void reason code to
Payment method to
Pmnt meth.supplement to
Checks from payment run
Checks from an extract
PRD (2) (100) sapap04 OVR
Choose a date range (as narrow as possible).
Execute the report.

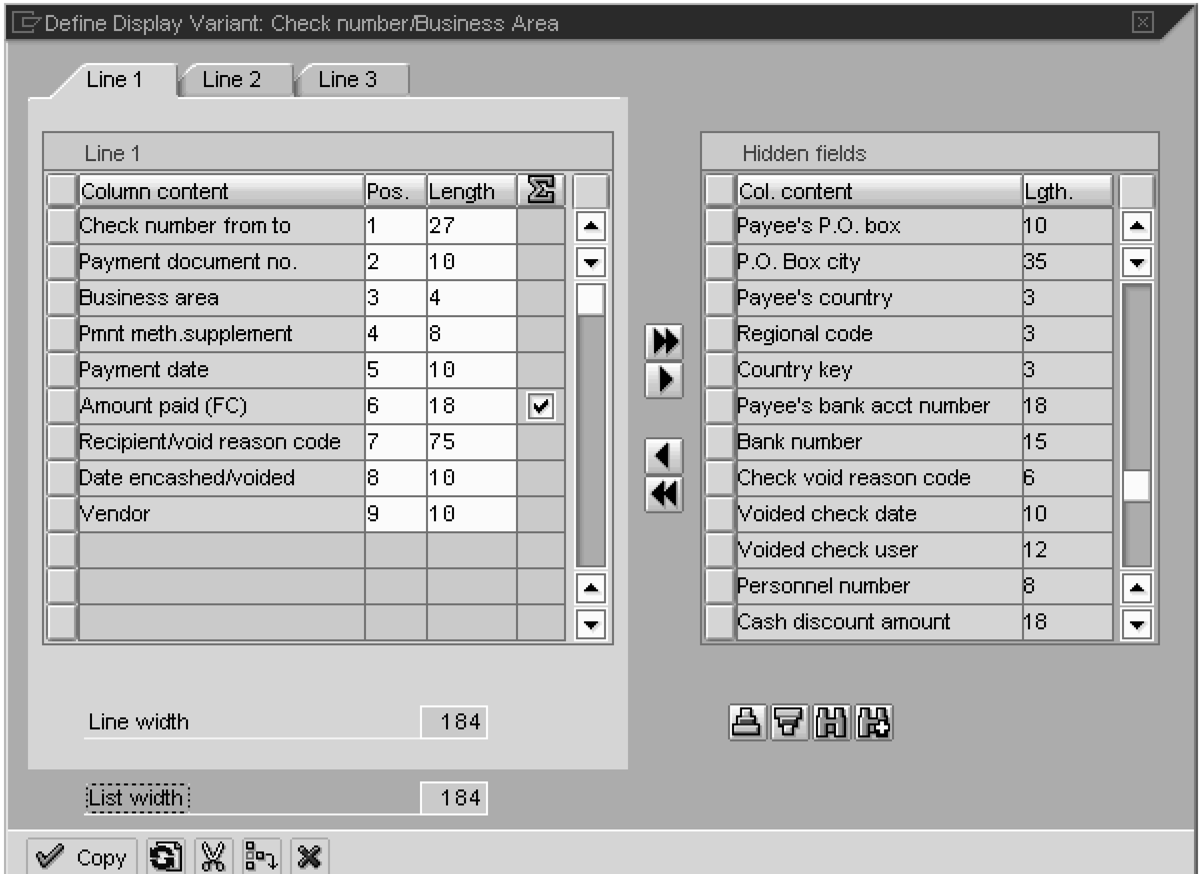


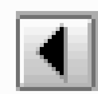
The report is displayed. Highlight the BA Column and click the filter icon to select only your business area.

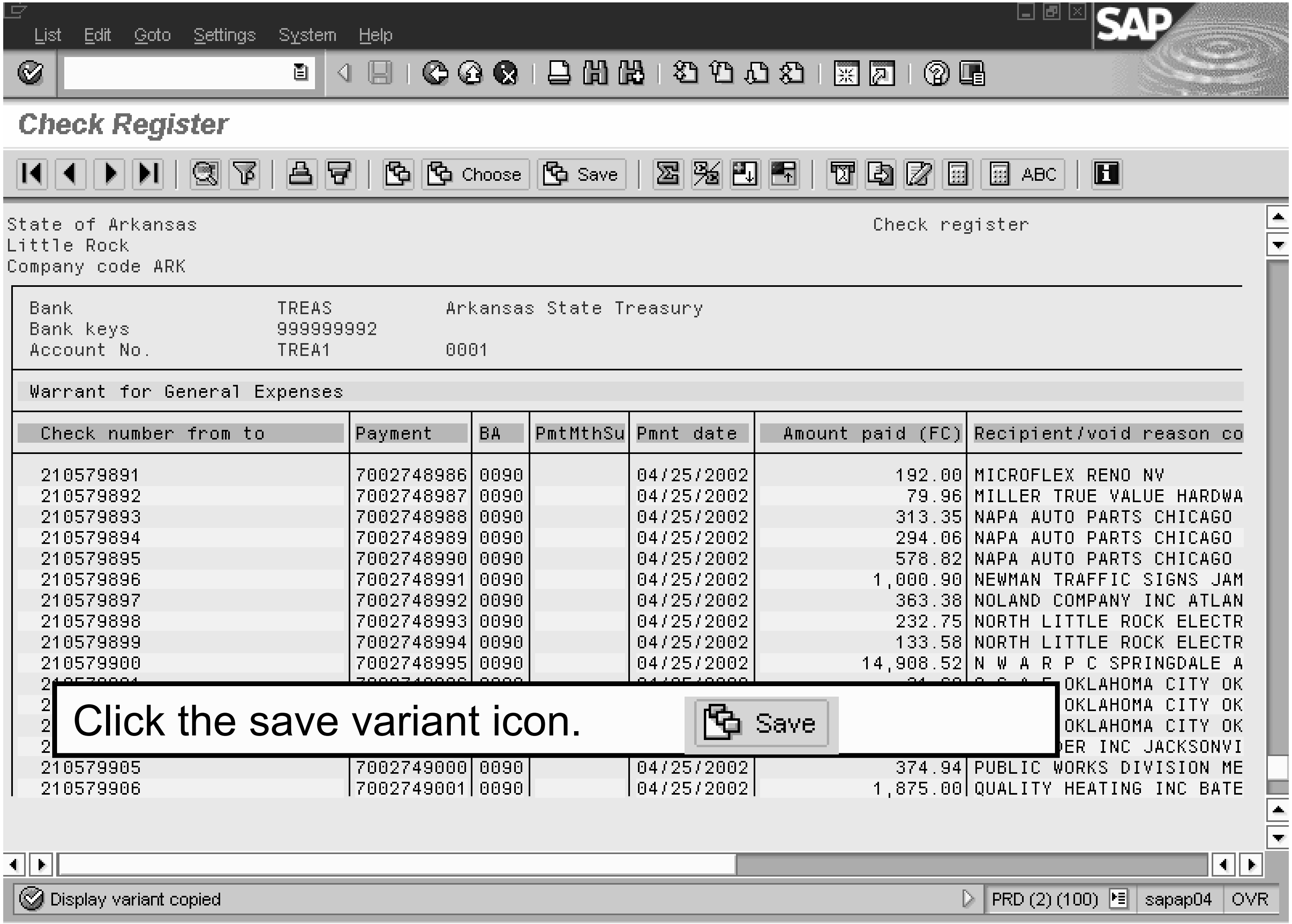
Type in your business area and click the green check.



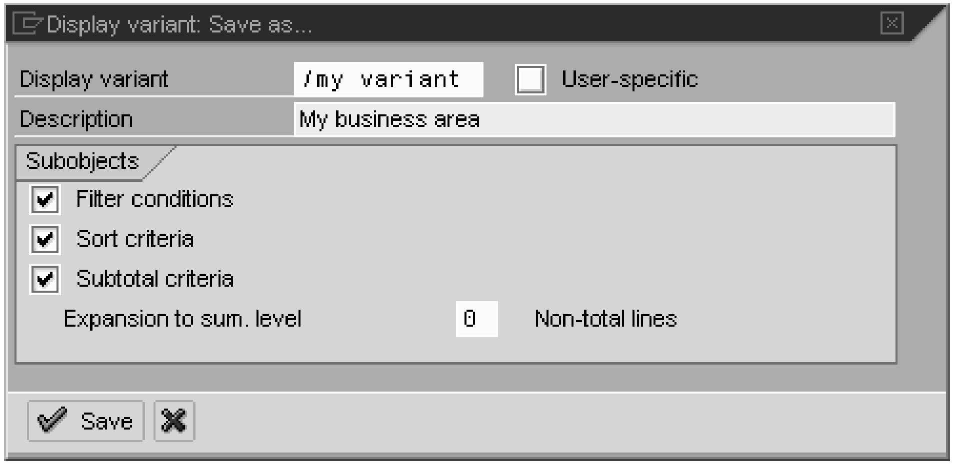
The report is filtered to one business area. Click the current display variant icon to choose the columns to be displayed.



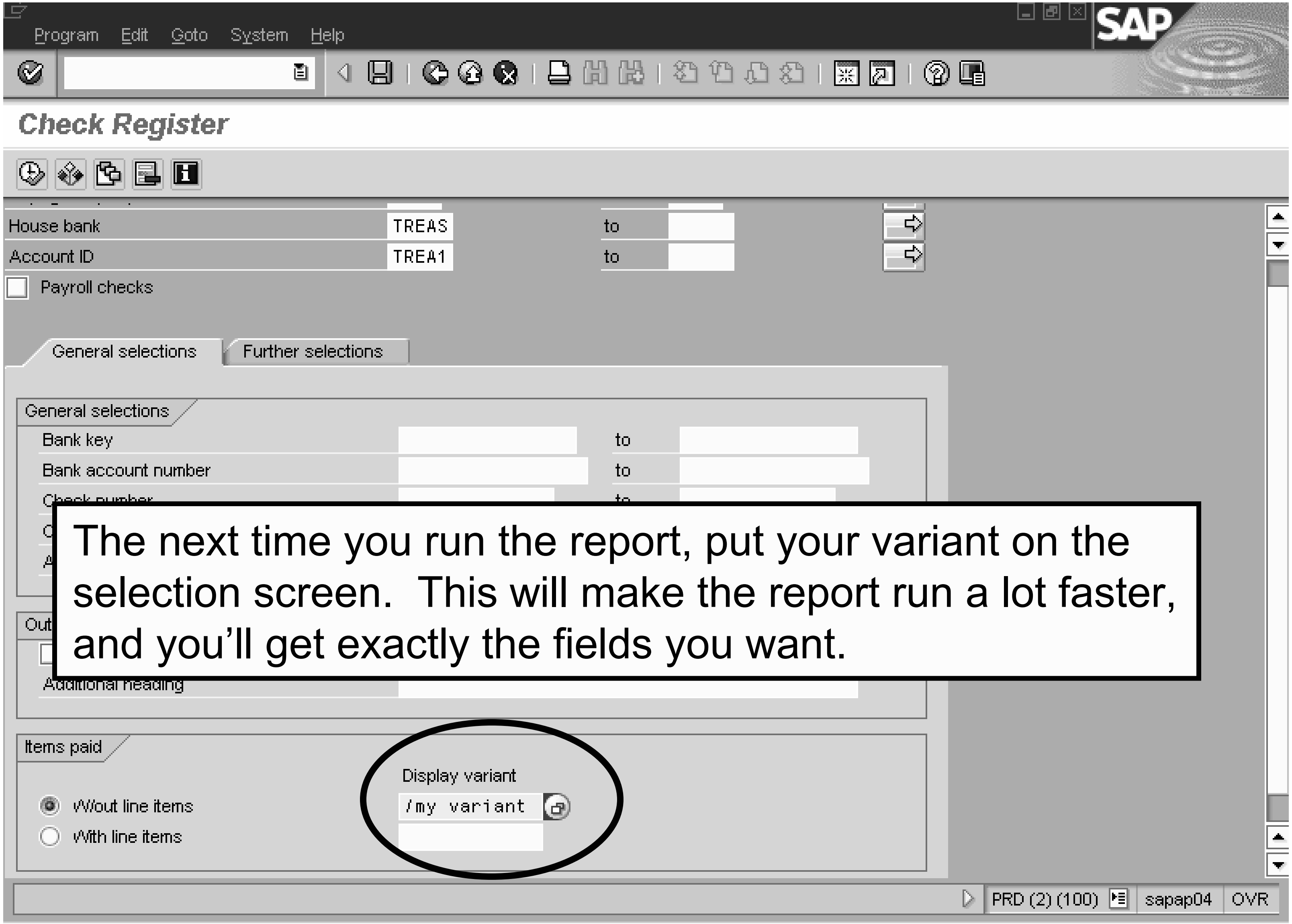
Select any desired display items from the hidden field and move to the display field using the black arrow button. 
Click copy to accept the changes. 



Check number from to	Payment	BA	PmtMthSu	Pmnt date	Amount paid (FC)	Recipient/void reason co
210579891	7002748986	0090		04/25/2002	192.00	MICROFLEX RENO NV
210579892	7002748987	0090		04/25/2002	79.96	MILLER TRUE VALUE HARDWA
210579893	7002748988	0090		04/25/2002	313.35	NAPA AUTO PARTS CHICAGO
210579894	7002748989	0090		04/25/2002	294.06	NAPA AUTO PARTS CHICAGO
210579895	7002748990	0090		04/25/2002	578.82	NAPA AUTO PARTS CHICAGO
210579896	7002748991	0090		04/25/2002	1,000.90	NEWMAN TRAFFIC SIGNS JAM
210579897	7002748992	0090		04/25/2002	363.38	NOLAND COMPANY INC ATLAN
210579898	7002748993	0090		04/25/2002	232.75	NORTH LITTLE ROCK ELECTR
210579899	7002748994	0090		04/25/2002	133.58	NORTH LITTLE ROCK ELECTR
210579900	7002748995	0090		04/25/2002	14,908.52	N W A R P C SPRINGDALE A
						OKLAHOMA CITY OK
						OKLAHOMA CITY OK
						OKLAHOMA CITY OK
						ER INC JACKSONVI
210579905	7002749000	0090		04/25/2002	374.94	PUBLIC WORKS DIVISION ME
210579906	7002749001	0090		04/25/2002	1,875.00	QUALITY HEATING INC BATE



Give the variant a new name and description. (DO NOT SAVE WITHOUT CHANGING THE NAME.) You may want to make it user-specific. If other users will not need this variant, making it user-specific ensures that no one else will accidentally change it. For a user-specific variant, leave off the "/" in front of the name and click the user-specific box. Click Save.



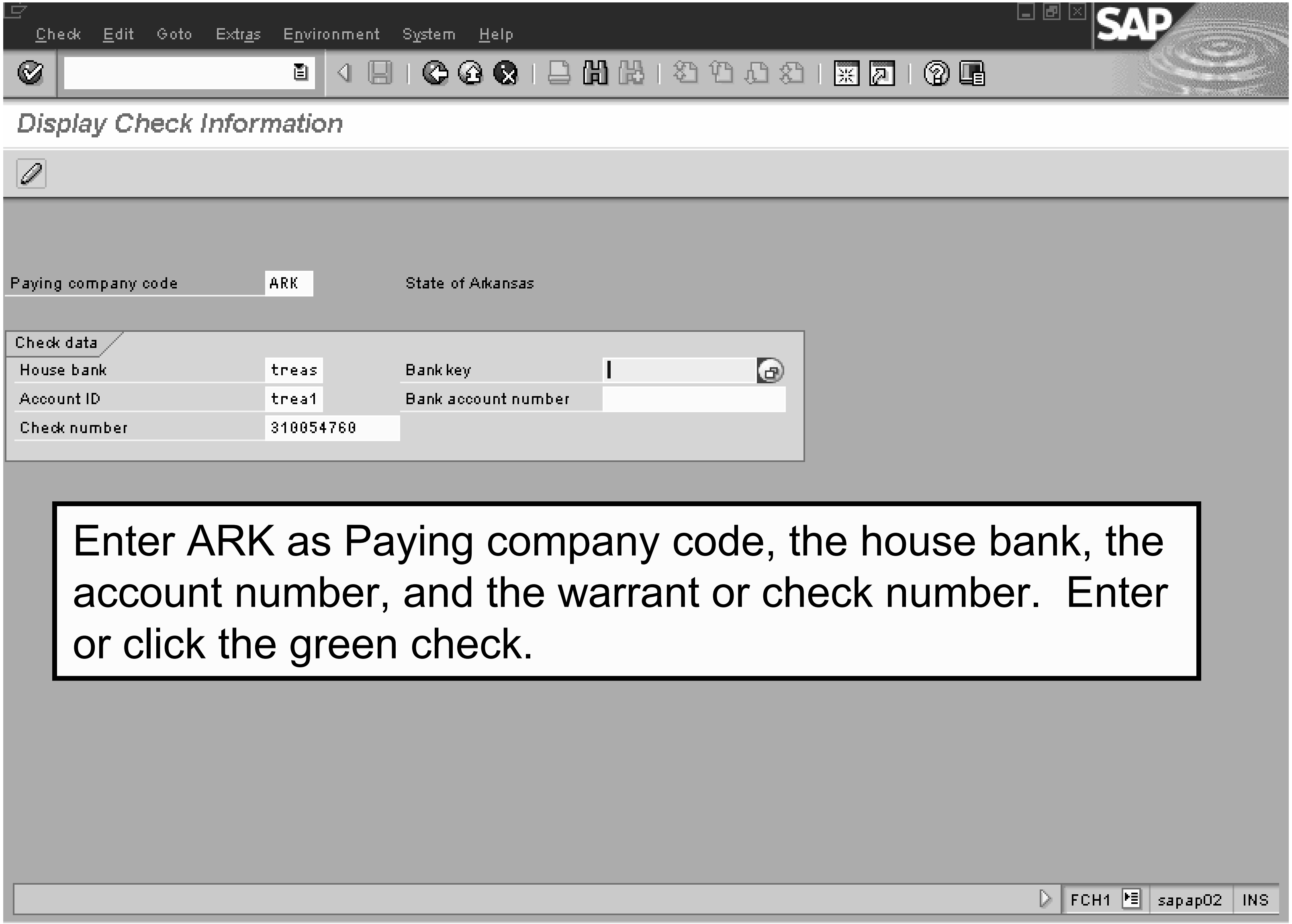
The next time you run the report, put your variant on the selection screen. This will make the report run a lot faster, and you'll get exactly the fields you want.

Which report should you use to display warrants?

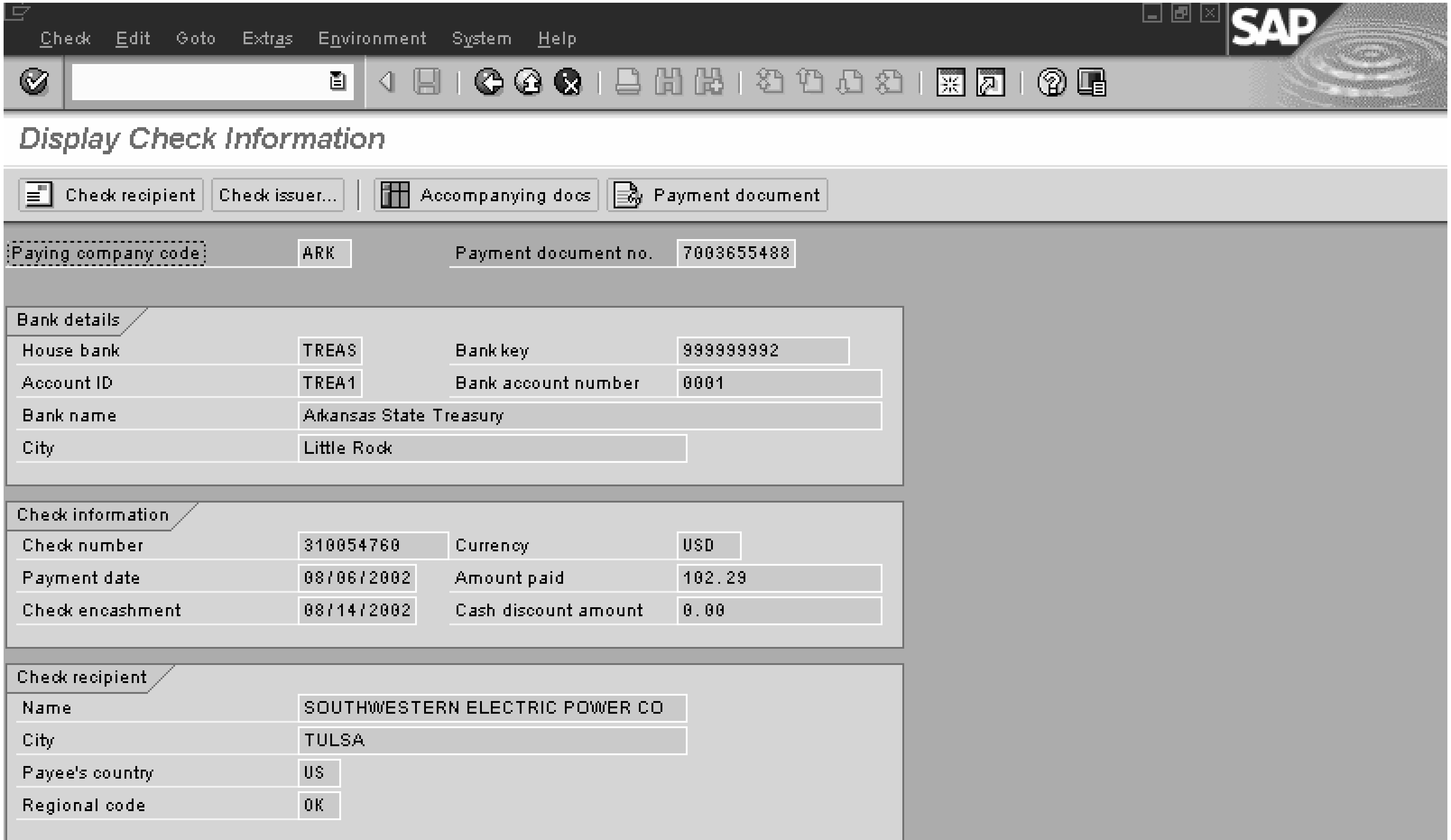
- The ZWARR_DETAIL is recommended over the check register because it runs faster and has more information and selection options.
- The ZWARR_DETAIL is a report of warrants, not checks. To see a report of checks written on AASIS house banks, use the Check Register.
- The only warrant information included on the Check Register that is not on ZWARR_DETAIL is the encashment/void date.

Display Check Information FCH1

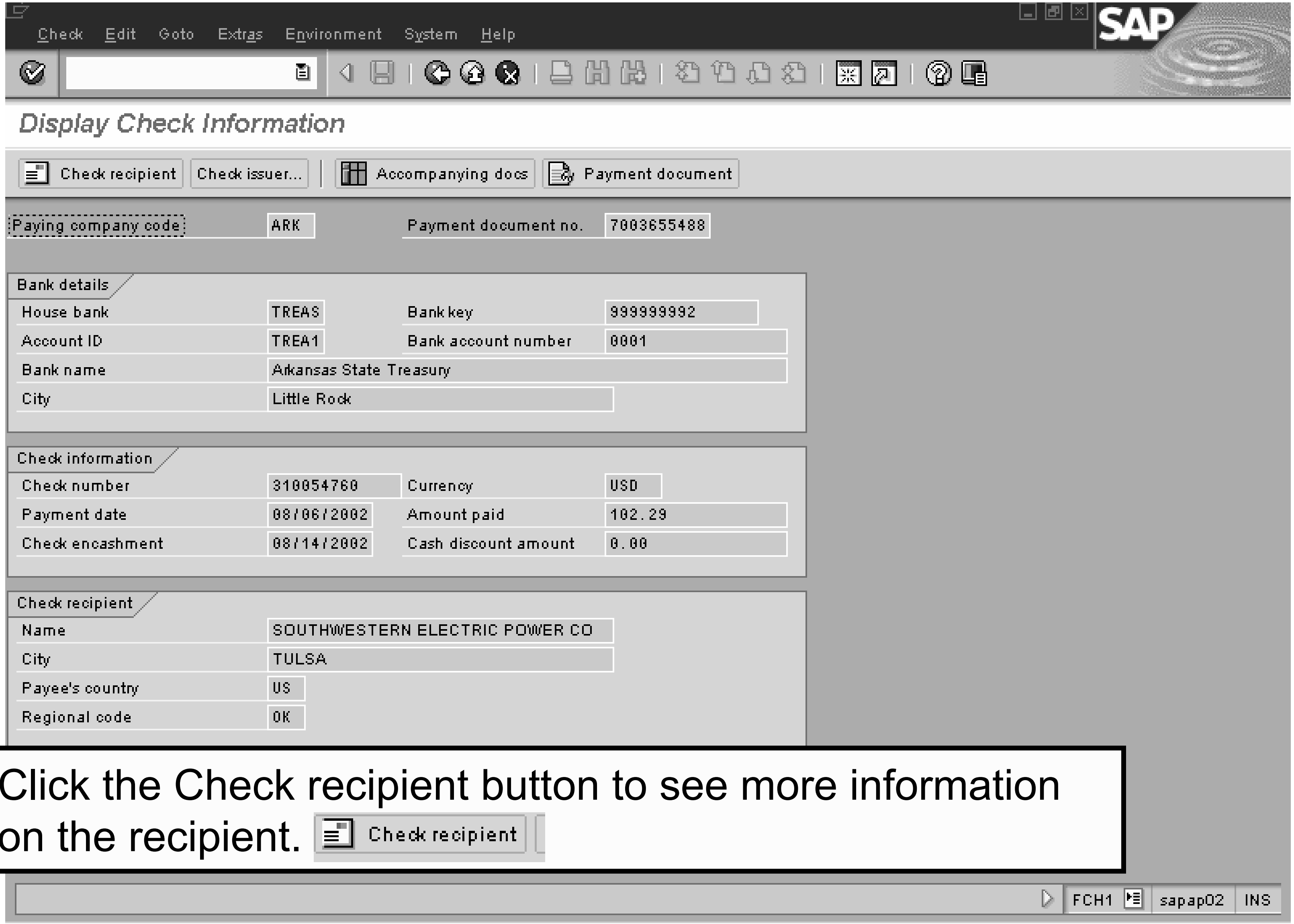
- If the check or warrant number is known, it is possible to look up single warrants and checks using FCH1. This is a quick way to obtain encashment information.



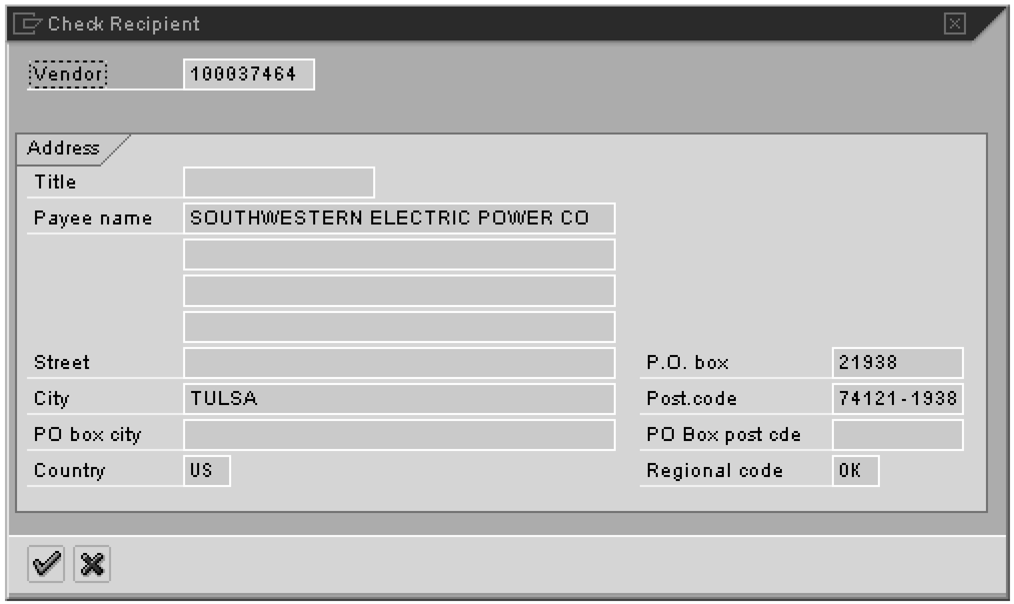
Enter ARK as Paying company code, the house bank, the account number, and the warrant or check number. Enter or click the green check.



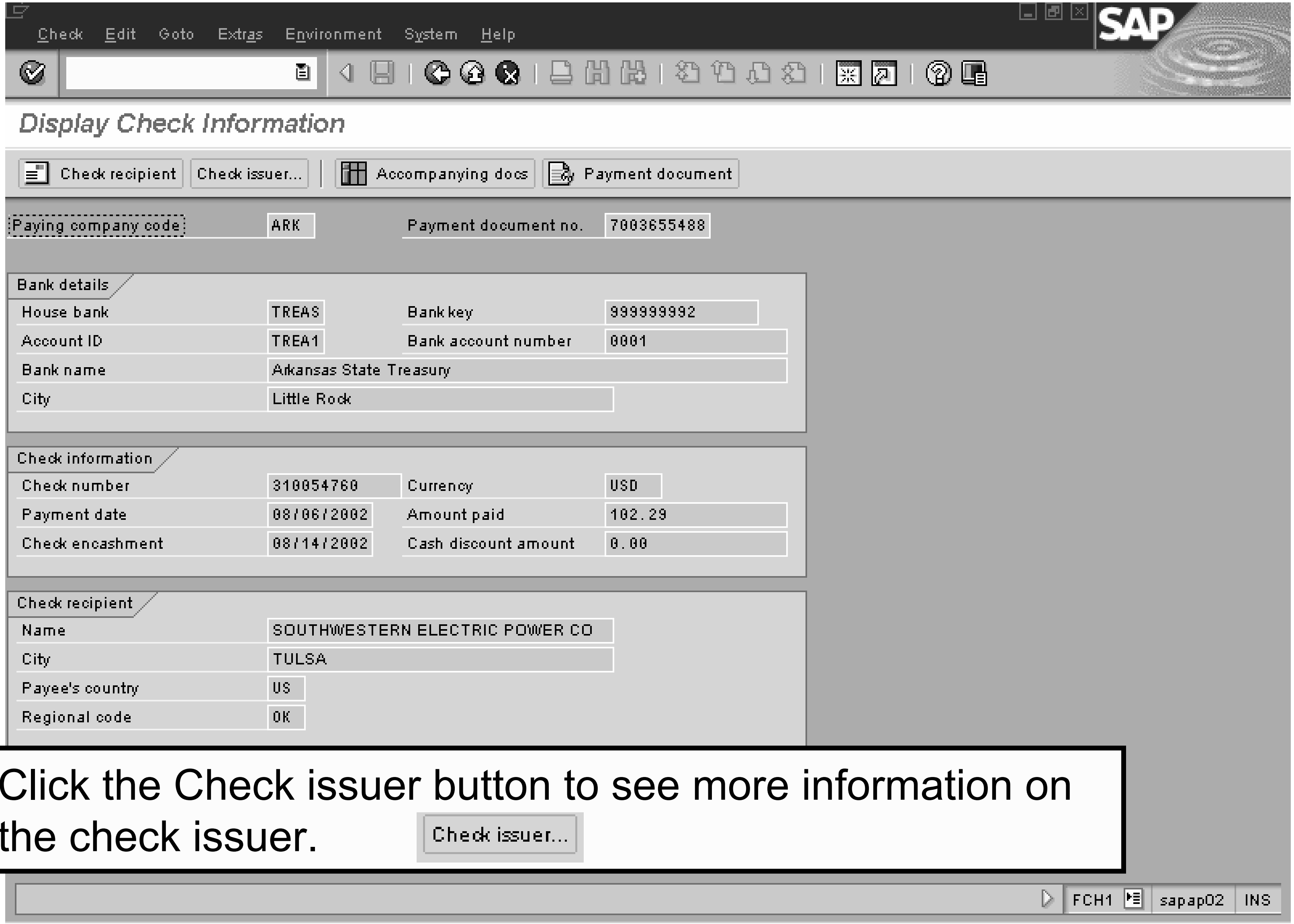
The warrant or check information is displayed. This includes the bank details, check information including encashment date, and recipient information.



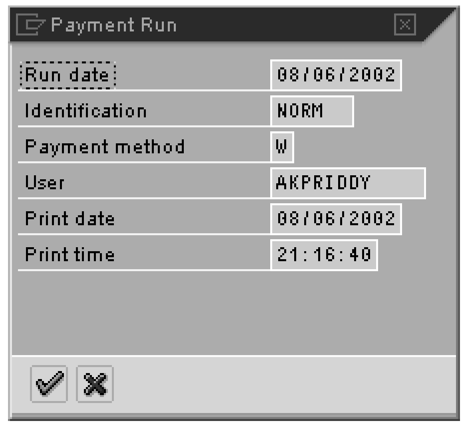
Click the Check recipient button to see more information on the recipient. Check recipient



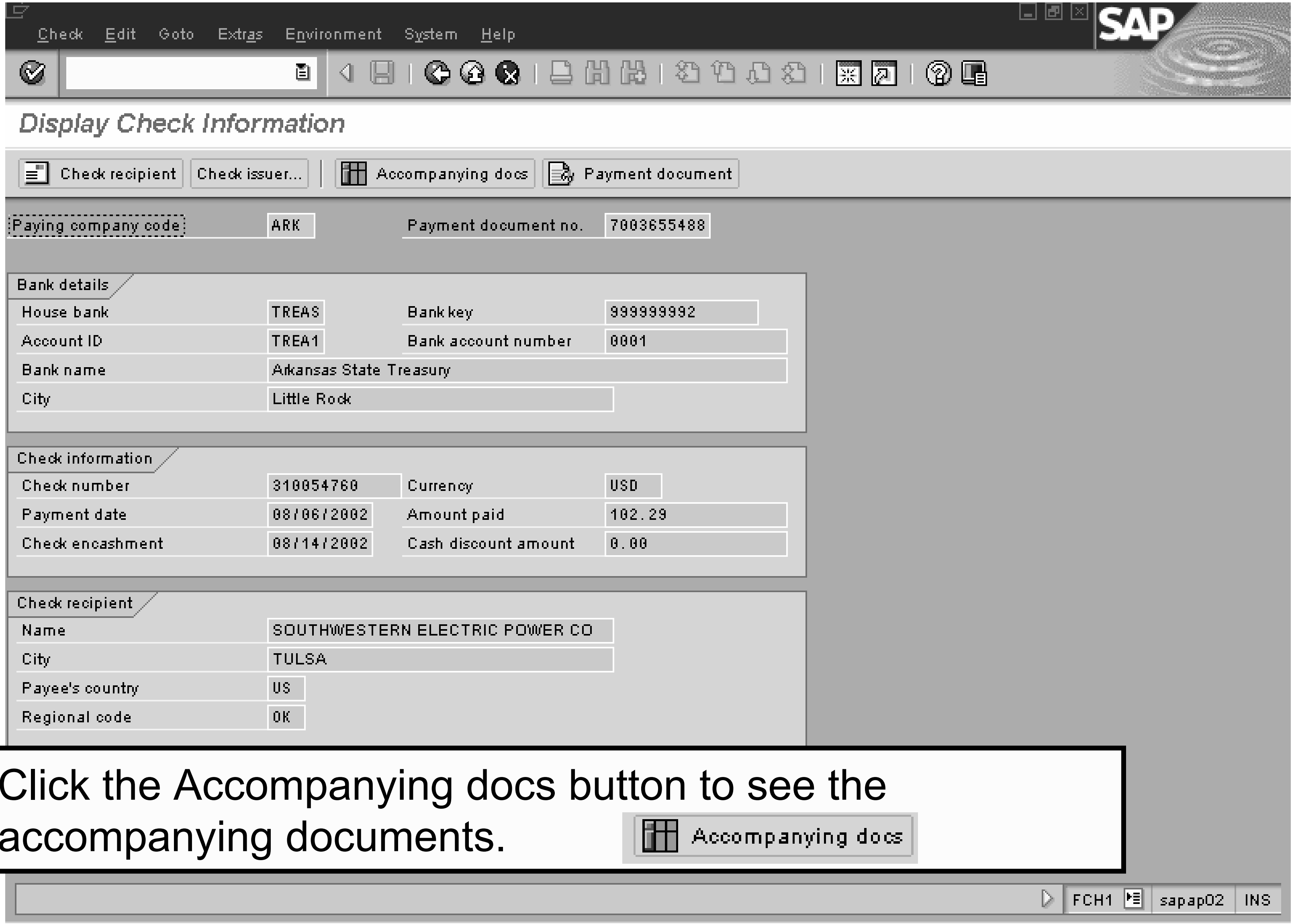
The payee name and address and vendor number are displayed. Click the green check or red x to return to the check information screen.



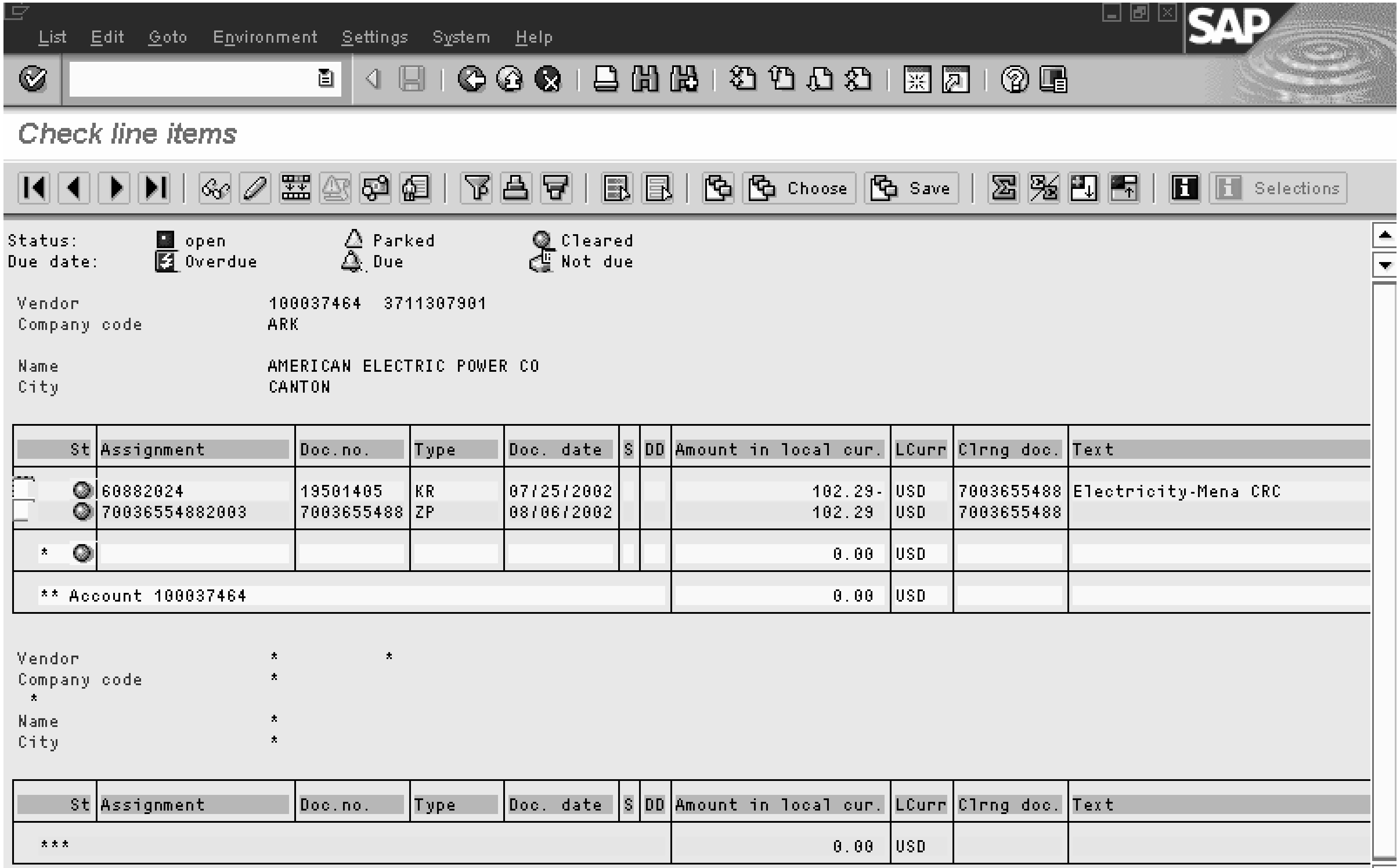
Click the Check issuer button to see more information on the check issuer. Check issuer...



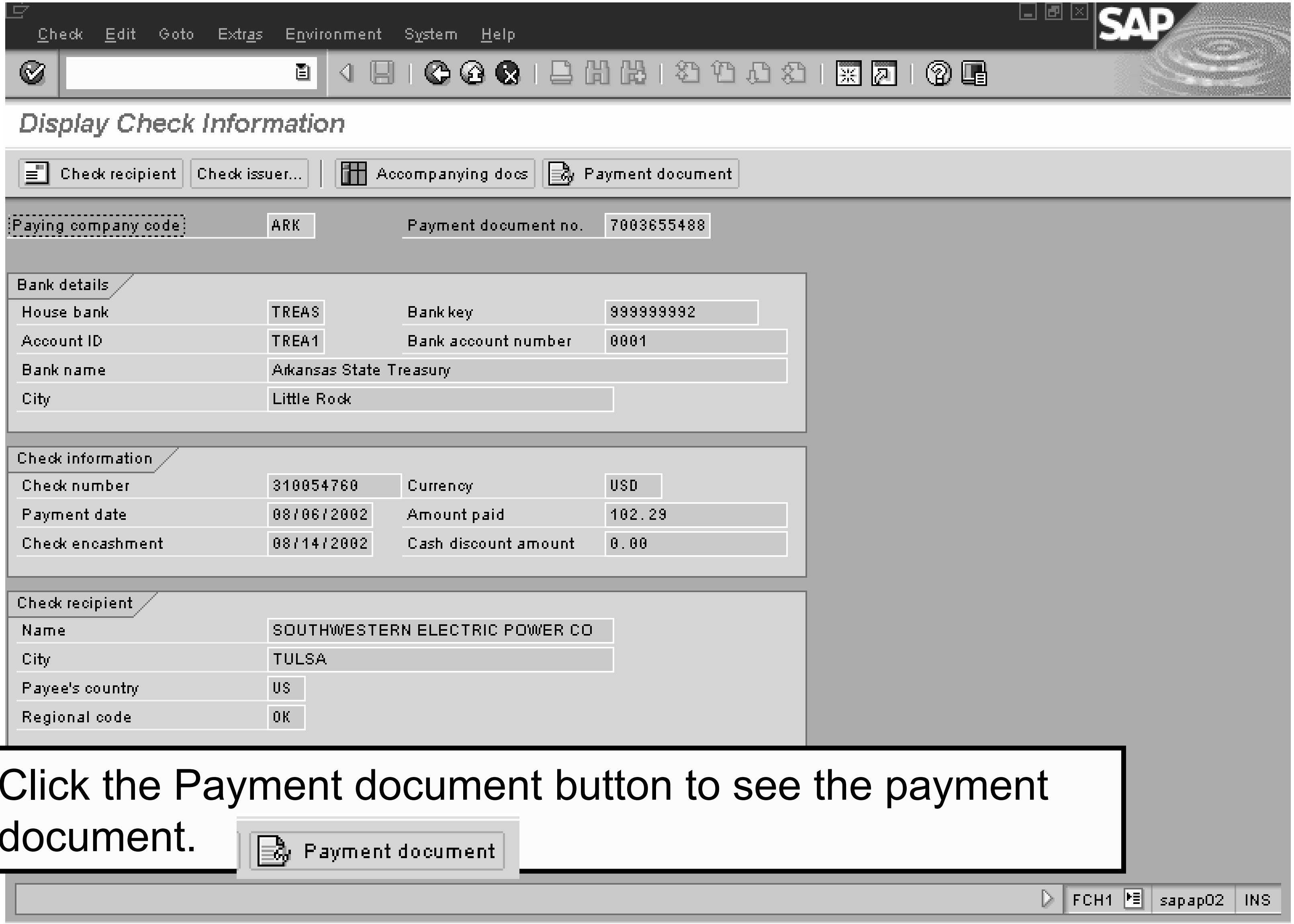
The check issuer information is displayed. Click the green check or red x to return to the check information screen.



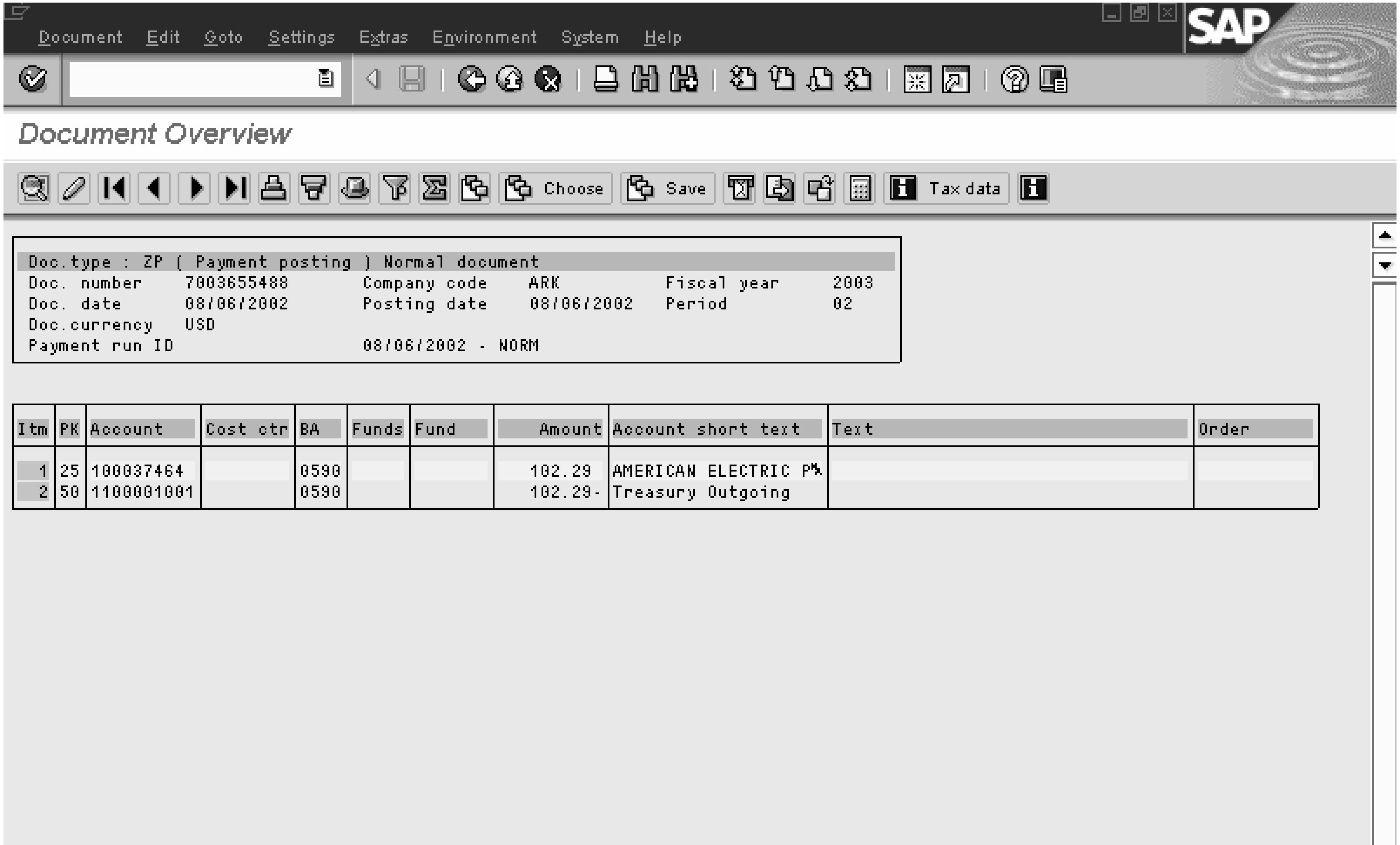
Click the Accompanying docs button to see the accompanying documents. Accompanying docs



The information includes the assignment, document number and type, amount, clearing document number and text. Click the back button  to go back to the check information screen.



Click the Payment document button to see the payment document. Payment document



The Payment document is displayed. Note that this is the payment posting document which does not contain the cost center or funding information.